



TERMS OF REFERENCE

Title: Senior Advisor on Risk Management and Collective Action against Corruption
Project: Anti-Corruption and Integrity in the Arab Countries (ACIAC)
Duty station: Home-based
Duration: 01/02/2017 **through** 30/09/2017
Supervisor: Arkan El-Seblani, Chief Technical Advisor & Regional Project Manager

I. Project Description

ACIAC (www.undp-aciac.org) is a leading regional initiative that is implemented by UNDP and specialized in developing capacities and promoting collective action against corruption in the Arab States. During its first phase (2011-2014), ACIAC produced specialized knowledge and supported inclusive policy dialogues towards the implementation of the UN Convention against Corruption (UNCAC), achieving concrete results in more than ten countries. Recognizing that additional efforts are needed, and responding to increasing demand for greater assistance, ACIAC embarked on a new phase (2015-2018), based on the findings of extensive consultations with stakeholders across the region, and drawing on achievements made and lessons learned. ACIAC plans to accelerate and deepen its earlier work on the implementation of the UNCAC and related international and regional standards, while significantly scaling up its work on sector-specific initiatives and multi-stakeholder participation in related efforts, with a view to enabling concrete progress towards enhanced transparency and accountability in the Arab countries.

ACIAC is cooperating with the Siemens Integrity Initiative to support key stakeholders in the Arab countries, including businesses, to inform and monitor national anti-corruption reforms, by availing to them specialized training programmes and specific tools that will allow them to (i) reduce corruption risks in the health and customs sectors and (ii) integrate concepts and practices of collective action into programmes of national anticorruption authorities. By doing so, ACIAC would facilitate the generation of actionable knowledge and the transfer of new skills that will help reform drivers in government, business and civil society to foster innovative solutions against corruption in the Arab region. In the course of project implementation, UNDP will make every effort to ensure that appropriate linkages are established with national anti-corruption strategies, whenever possible, with a view to augmenting the potential for sustainability and scalability of targeted results.

With regards to its prospective work on key vulnerable sectors, ACIAC developed a conceptual framework for managing corruption risks at the sectoral level, drawing on related international standards, comparative experiences and the findings of earlier research and consultations with international experts and key stakeholders from the region. It has also fostered the establishment of a regional expert group on collective action against corruption, which has shared experiences and expertise and provided inputs related capacity development needs in the Arab countries.

II. Scope of Work

Under the supervision of the Chief Technical Advisor and the Regional Project Manager, the senior advisor shall be responsible for undertaking the following tasks:

1. Provide strategic advice on the design and implementation of ACIAC's activities on risk management and collective action against corruption as well as related activities organized by ACIAC's partners across the region and beyond.
2. Contribute to the development of the guide for implementing the conceptual framework on corruption risk management at the sectoral level in the health sector.
3. Conduct up to twenty hours of training on corruption risk management in the health sector.
4. Contribute to the development of the guide for implementing the conceptual framework on corruption risk management at the sectoral level in the customs sector.
5. Conduct up to twenty hours of training on corruption risk management in the customs sector.
6. Based on the inputs provided by the regional expert group, draft a guide on collective action against corruption that would be anchored in the programmes of national anti-corruption agencies in the Arab region.
7. Based on the inputs provided by the regional expert group, prepare the training materials that will be used to develop capacities to implement the aforementioned guide.
8. Conduct up to sixty hours of trainings using the aforementioned guide and related training materials as needed.
9. Undertake country missions including field visits and stakeholder meetings spanning up to thirty working days to determine related needs in relation to risk management and collective action against corruption.
10. Contribute to the fine-tuning of the conceptual framework for corruption risk assessment.
11. Carry out needed research and consultations with other international experts, country policymakers and practitioners and representatives of concerned international and regional organizations.
12. Perform directly related tasks as requested.

III. Expected Deliverables

The senior advisor is expected to submit the following deliverables:

1. Written inputs to the implementation guide on corruption risk management in the health sector, within one week of the receipt of the draft.
2. Written inputs to the implementation guide on corruption risk management in the customs sector, within one week of the receipt of the draft.
3. Two knowledge products in working format:
 - 31/03/2017: guide on collective action against corruption
 - 31/03/2017: training materials on collective action against corruption
4. Two knowledge products in publishable format:
 - 30/06/2017: guide on collective action against corruption
 - 30/06/2017: training materials on collective action against corruption

5. Brief reports on demand-driven tasks:
 - Within a week of the completion of country missions.
 - Within three days after the completion of a training or a workshop.

In the event of delay in submitting any of the deliverables, the senior advisor shall inform UNDP promptly so that decisions and remedial action may be taken accordingly.

Also, a monthly progress reports summarizing key results achieved and challenges encountered must be submitted during the consultancy period.

IV. Institutional Arrangement

The senior advisor reports to and works under the direct supervision of the CTA and Regional Project Manager. UNDP is responsible for covering the costs of travel and accommodation for necessary missions as identified with the aforementioned supervisor.

V. Duration of the Work

The work is expected to start on 1 February 2017 and end on 30 September 2017, not exceeding fifteen working days per month.

VI. Duty Station

This is a home-based assignment, but the senior advisor shall be required to travel regularly to Lebanon, and occasionally to Egypt, Morocco and Tunisia as well as to Iraq and Libya subject to the requisite security clearances provided through the UN system.

VII. Qualifications of the Successful Individual Contractor

1. Education
 - Graduate university degree in the field of management.
 - Advanced studies on audit, control and risk management.
 - Advanced studies in related to corporate governance and business integrity.
2. Experience
 - More than fifteen years of progressively responsible experience in related fields.
 - Solid experience in training and capacity development.
 - Recent experience in similar projects in Arab countries and/or comparable contexts.
 - Track record working with the UN and/or other international organizations.
3. Key Competencies
 - Cutting edge knowledge of audit, control and risk management standards and practices.
 - Demonstrable understanding of corruption risks in the private sector and in its interface with the public sector in the Arab region and beyond.
 - Strong leadership, communication and inter-personal skills.

- Strong analytical and drafting skills.
- Self-motivated, creative, flexible and capable of engaging other towards joint objectives.
- Performant under high pressure and time-sensitive schedules.
- Responsive to critical feedback and differing points of view.
- Fluent in Arabic and English, and a working knowledge of French is a plus.

VIII. Scope of Price Proposal and Schedule of Payments

Financial proposal needs to include a breakdown of cost for each knowledge product, a lump sum for training, a lump sum for country missions and a lump sum for other advisory services.