

TERMS OF REFERENCE

Reference	PN/FJ/020/20
Location	Home-based with a mission to Vanuatu
Application deadline	9 March 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Consultancy Title	Anti-corruption consultant
Languages required:	English
Duration of Initial Contract:	20 days (Between 1 May 2020 to 5 June 2020) (estimated 14 days of desk work and a 6-day mission to Vanuatu)

BACKGROUND

The UN Pacific Regional Anti-Corruption (UN-PRAC) Project is a joint UN Office on Drugs and Crime (UNODC) and UN Development Programme (UNDP) initiative, funded by the Australian Government, aimed to support Pacific Island Countries (PICs) to strengthen their national integrity systems.

The project is firmly anchored on two very important international initiatives, namely i) the United Nations Convention against Corruption (UNCAC) as the only international legally binding framework on how to prevent and fight corruption, and ii) the Agenda 2030 and the Sustainable Development Goals (SDGs), specifically SDG 16 which calls for stronger action on anti-corruption, transparency and accountability.

In line with the UNCAC and the SDGs, the ongoing second phase of the UN-PRAC project (2016-2020) takes a multi-pronged approach in helping PICs advance their anti-corruption agenda. These efforts include support for strengthened national anti-corruption policies and institutional frameworks and improved knowledge and capacities for effective implementation of the UNCAC requirements in the Pacific region.

Within the numerous mutually reinforcing activities under UN-PRAC project, one specific area of support has been the implementation of UNCAC Articles 6 and 36 in PICs which deal with existence of an independent body or bodies to implement preventative anti-corruption policies and practices outlined under its Article 5. Pacific countries (including Samoa and Kiribati) have been showing interest and have already benefited from support by UN-PRAC towards establishment of such independent anti-corruption institutions.

In this context, the National Anti-Corruption Committee of Vanuatu, which was established in 2016, expressed interest to be supported in analysis of the national anti-corruption institutional framework and the different options for Vanuatu to ensure compliance with Articles 6 and 36 of UNCAC and promote progress against SDG 16 specifically. This initiative builds on UN-PRAC's ongoing partnership with the Government of Vanuatu, including for the development of its National Anti-Corruption Strategy and the Right to Information Act along with a range of other complementary anti-corruption efforts under the UNCAC framework.

It is in this context that UN-PRAC project is seeking an international anti-corruption consultant to conduct an analysis of the existing institutional anti-corruption framework and the needs and feasibility

for establishment of an independent agency or multiple bodies in Vanuatu in line with UNCAC Article 6 and 36.

DUTIES AND RESPONSIBILITIES

Scope of Work

The objective of the assignment is to assist the Government of Vanuatu in ensuring compliance with Articles 6 and 36 of UNCAC and promoting progress against SDG 16 specifically.

The consultant will be expected to make an assessment of the anti-corruption institutional framework and the different options for Vanuatu including: i) assessment of the functions and capacities of the National Anti-Corruption Committee of Vanuatu with a view to enhancing its efficiency, effectiveness, coordination, sustainability and impact of work; and ii) assessment of any further needs and feasibility for establishment of an independent anti-corruption institution/agency or multiple bodies in line with UNCAC Articles 6 and 36.

RESPONSIBILITIES

Under the supervision of UNODC's Regional Anti-Corruption Adviser (Pacific) and UNDP's Team Leader, Effective Governance, Pacific Office, the consultant will perform the following tasks:

- Summary of different approaches that States Parties have adopted to ensure effective anti-corruption coordination and implementation of Articles 6 and 36 of the UNCAC, with focus on the Small Island Developing States (SIDS);
- Assessment of current anti-corruption institutional and legal framework in relation to Articles 6 and 36 of UNCAC in Vanuatu, including potential gaps and/or duplications;
- Analysis of the potentials for enhancing the role of the existing National Anti-Corruption Committee in Vanuatu, including: analysis of needs and options for the Committee to refocus/extend mandates and participation; analysis of long-term sustainability and available strategies; analysis of its capacity needs; analysis of the mechanisms for involvement of key stakeholders; estimated costs for effective discharge of functions (including analysis of possible additional resources needed); analysis of existing coordination arrangements and potentials for improvements;
- Comparative analysis of the benefits and limitations of establishing an independent anti-corruption institution or multiple bodies vs. strengthening of mandates and capacities of the existing National Anti-Corruption Committee of Vanuatu, and
- Any proposal for establishment of an independent anti-corruption institution/agency or multiple bodies should include in-depth analysis of the rationale as well as the main practicalities in that regard: proposed institutional set-up and arrangements (a detailed design of the structure and functioning of the option(s) approved by Government to meet obligations under Article 6 and 36); scope of mandate; proposed operational/business model; analysis of long term sustainability of operations and available strategies; involvement of key stakeholders and coordination arrangements; estimated costs; capacity building needs etc.;
- Based on the above, provide recommendations for next steps for Vanuatu.

Expected Outputs and Deliverables

The key deliverables are as follows:

No	Deliverable schedule	Number of days	Indicative completion date
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1	Conduct a desk review of relevant documents and studies provided by Vanuatu authorities. Identification of a good set of practices/approaches from other countries, in particular SIDS	5	5 May 2020
2	Mission to Vanuatu for consultations and interviews with key stakeholders and institutions	6	15 May 2020
3	Preparation of a draft report on Vanuatu for review and feedback by Vanuatu Government and UN-PRAC team	5	25 May 2020
4	Finalization of the report on Vanuatu in line with the comments received	4	5 June 2020

Institutional Arrangement

- The Consultant will report to the UNODC's Regional Anti-Corruption Adviser (Pacific) and UNDP's Team Leader, Effective Governance, Pacific Office

Duration of the Work

- The envisaged time frame of the consultancy is estimated at a total of 20 consultancy days in the period from 1 May 2020 to 5 June 2020, including a mission to Vanuatu

Duty Station

- This consultancy is home-based including travel to Vanuatu.

COMPETENCIES

The prospective consultant should have solid experience in anti-corruption analytical work and/or advising institutions and international organizations on anti-corruption implementation, policies, institutional frameworks, practices and tools.

Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Functional competencies:

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Minimum University Degree in Law, Public Administration, Public Policy, Social Sciences or related field.

Experience

- Minimum of 7 years of relevant experience in the field of governance, including minimum of 5 years of experience in the anti-corruption area at the national, regional or international levels;
- Experience in writing policy papers on governance topics for governmental, non-governmental or international organizations is required;
- Good understanding of and/or background in anti-corruption, in particular anti-corruption institutions is required;
- Proven record in advanced drafting and/or producing knowledge products, preferably in the area of development is required;
- Direct experience in or with an anti-corruption institution will be an asset;
- Direct experience in working in or with national anti-corruption bodies will be an asset;
- Knowledge of UN, including UNODC/UNDP terminology, language and style is an advantage,
- Experience in the Pacific region is an advantage.

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

The bidders must send a financial proposal based on lump sum payment at the completion of the deliverables.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

The consultant will receive the payment in two instalments as follows:

1. 50% After finalization of the desk review and identification of a good set of practices/approaches from other countries, in particular SIDS;
2. 50% Upon submission of the final report approved by UN-PRAC team.

No	Deliverable schedule	Indicative completion date	% of Payment
1	Conduct a desk review of relevant documents and studies provided by Vanuatu authorities. Identification of a	5 May 2020	50%

	good set of practices/approaches from other countries, in particular SIDS		
2	Mission to Vanuatu for consultations and interviews with key stakeholders and institutions	10-15 May 2020	
3	Preparation of a draft report on Vanuatu for review and feedback by Vanuatu Government and UN-PRAC team	25 May 2020	
4	Finalization of the report on Vanuatu in line with the comments received	5 June 2020	50%

Evaluation Method and Criteria

Bids will be evaluated on cumulative analysis. The award of the contract shall be made to the bidder whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

No.	Criteria	Points
1	Minimum University Degree in Law, Public Administration, Public Policy, Social Sciences or related field	10
2	Minimum of 7 years of relevant experience in the field of governance, including minimum of 5 years of experience in the anti-corruption area at the national, regional or international levels	20
3	Experience in writing policy papers on governance topics for governmental, non-governmental or international organizations	20
4	Good understanding of and/or background in anti-corruption, in particular anti-corruption institutions	10
5	Proven record in advanced drafting and/or producing knowledge products, preferably in the area of development	10
Financial Offer		30%

Only bidder obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability for the duration of the assignment** using the template provided in Annex II.

- **CV** indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment
- **Financial proposal**, as per template provided in Annex II (in USD)

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (Anti-corruption consultant) with reference **[PN/FJ/020/20]** and submitted via **UN Job shop** or **e-tendering box** on email **etenderbox.pacific@undp.org** by **9 March 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: deepak.naicker@undp.org

Women applicants are encouraged to apply