

TERMS OF REFERENCE

Reference	PN/FJ/098/20
Consultancy Title	Anti-Corruption Consultant (LTA)
Project Name:	United Nations Pacific Regional Anti-Corruption (UN-PRAC) Project
Location	Home based and Suva
Application deadline	26 October 2020
Type of Contract	Individual Contractor Long Term Agreement (IC LTA)
Languages required:	English
Duration of Initial Contract:	325 days spread over 24 months (9 November 2020 to 8 November 2022)

BACKGROUND

The UN-PRAC Project aims to support 14 PICTs to strengthen their national integrity systems. This is in order to promote 'clean' governments and to create an enabling environment for trade, business, investment and sustainable development. In turn, this will enhance the delivery of equitable and high-quality services to all Pacific Islanders.

Over the past few years, the debate has shifted from 'why' countries should be preventing and fighting corruption to 'how'. The UN Convention against Corruption (UNCAC) is the only international legally binding framework on how to prevent and fight corruption. It provides a solid basis upon which PICs can develop sustainable anti-corruption reforms.

It is for this reason that this Project has been designed to build on the platform of UNCAC, as well as the efforts undertaken during the first phase (2012-2016) of the UN-PRAC Project. This includes leveraging the recognition by PICs of the UN as a trusted, impartial partner. Through the first phase and this Project, one medium by which PICs are addressing the 'how' question is through the mechanism for the review of implementation of UNCAC (UNCAC Review Mechanism). This requires States parties to consider what national legislative, institutional and practical frameworks are in place to effectively address corruption.

Another related anchor is the new Development Agenda 2030 and the Sustainable Development Goals (SDGs), recently adopted by UN Member States. SDG 16 directly calls for stronger action on anti-corruption, transparency and accountability. This Project also strives to more coherently address the link between anti-corruption and development, and to integrate anti-corruption into national and regional development processes.

The goal of this Project is to promote and strengthen measures to prevent and fight corruption more efficiently and effectively in the Pacific region. This aligns with the purpose of UNCAC in paragraph 1(1) and the spirit of SDG 16.

This Project is funded by the Australian Government and the New Zealand Aid Programme.

OBJECTIVES AND OUTPUTS

The **overall objective** of this assignment is to assist State and non-State actors to prevent and fight corruption through the enhancement of transparency, accountability and oversight mechanisms under the jointly implemented UNDP-UNODC Pacific Regional Anti-Corruption (UN-PRAC) Project. The outputs expected from this assignment to achieve this objective across 14 Pacific Island countries and the territory of Tokelau (PICTs) are as follows:

1. **Support to the follow-up of the UNCAC review process by Pacific States parties.** This will focus on support to Pacific Governments in following up to their UNCAC review reports and recommendations derived through the mechanism for the review of implementation of the United Nations Convention against Corruption (UNCAC).
2. **Support to development of National Anti-Corruption Strategies.** In line with UNCAC article 5, this will focus on supporting Pacific Governments with the development/ revision of National Anti-Corruption Strategies and the establishment of National Anti-Corruption Coordinating Committees.
3. **Strengthen the Right to Information (RTI) frameworks.** This will focus on the capacity-building and legislative/ policy support of RTI regimes in at least 5 PICTs.
4. **Contribute to UN-PRAC's advocacy and analytical efforts.** This will focus on ensuring the accurate collection, documentation and analysis of information in a results-based and timely manner.
5. **Support to gender mainstreaming and promotion of a human rights-based approach to address corruption.** This will focus on supporting gender mainstreaming in UN-PRAC activities and integrating a human rights-based approach to addressing corruption through UN-PRAC implementation.

6. **Support to internal and external reporting requirements of UN-PRAC.** This will require among other things the drafting of annual and semi-annual work plans and log frames and results reports relevant for the UN-PRAC Project, in line with UNDP and UNODC corporate requirements and the respective donor's reporting requirements.
7. **Support to Knowledge Management and Information Sharing.** This will focus on the development/ review of papers, information notes, publications, knowledge products and undertaking awareness-raising on UN-PRAC/ good governance related to the UN-PRAC Project Document.

DUTIES AND RESPONSIBILITIES

Scope of Work

1. Support to the follow-up of the UNCAC review process by Pacific States parties.

- Support UNCAC review follow-ups with Pacific Governments (virtually or in-person), including the preparation of documentation, drafting of in-session documentation, presenting on UNCAC/other, etc.;
- Support UNCAC follow-up workshops in terms of concepts, agenda, facilitation and prioritization of actions, preparation of necessary documentation including workshop evaluation surveys and BTORs, including advice to UN-PRAC on potential entry points for support, etc.;
- Support the prioritization of recommendations derived through the mechanism for the review of implementation of the UNCAC, if and where requested by Pacific Governments.

2. Support to development of National Anti-Corruption Strategies.

- Support Pacific Governments with the development/ revision of National Anti-Corruption Strategies, including the conducting of Strategy workshops (virtually or in-person): drafting of in-session documentation, presenting on UNCAC/other, necessary documentation including workshop surveys and BTORs, etc.;
- Support to drafting National Anti-Corruption Strategies and possible Actions Plans, if and where requested;
- Support to the establishment of National Anti-Corruption Coordinating Committees,

drawing on international best practices and Pacific-to-Pacific learning.

3. Strengthen the Right to Information (RTI) frameworks.

- Provide trainings and capacity-building on RTI (virtually or in-person), including the preparation of documentation, drafting of in-session documentation, presenting on UNCAC/other, necessary documentation including workshop surveys and BTORs, etc.;
- Provide legislative/ policy support of RTI regimes in at least 5 PICTs, including the revision of RTI/Freedom of Information (FOI) Bills/ policies and support to establishment of RTI/FOI regimes based on international best practices and Pacific-to-Pacific learning.

4. Contribute to UN-PRAC's advocacy and analytical efforts.

- Contribute to drafting, editing and review of workplans; compile relevant documentation, conduct research, etc.;
- Analysis of progress against the Project's indicators and preparation of draft reports and analysis of progress;
- Ensure the accurate collection, documentation and analysis of information in a results-based and timely manner.

5. Support to gender mainstreaming and promotion of a human rights-based approach to address corruption.

- In line with UNODC and UNDP guidelines, support gender mainstreaming in UN-PRAC activities;
- Support the integration of a human rights-based approach to addressing corruption through UN-PRAC implementation.

6. Support to internal and external reporting requirements of UN-PRAC.

- Based on research and analysis, and in consultation with the Project team, draft semi and annual work plans and log frames of the UN-PRAC Project, in line with UNDP and UNODC corporate requirements and the respective donors' requirements;
- Draft semi and annual progress reporting, during on the information collated under point

7. Knowledge Management and Information Sharing.

- Support the development knowledge projects, including reviewing UN-PRAC publications;
- Support awareness-raising/ advocacy of UN-PRAC and outreach initiatives of the Project.

Key deliverables:

- Support to the follow-up of the UNCAC review process by Pacific States parties; support to development of National Anti-Corruption Strategies (approx. up to 70 days);
- Strengthen the RTI frameworks (approx. up to 50 days);
- Contribute to UN-PRAC's advocacy and analytical efforts; support to gender mainstreaming and promotion of a human rights-based approach to address corruption; support to internal and external reporting requirements of UN-PRAC (approx. up to 90 days);
- Support to Knowledge Management and Information Sharing (approx. up to 90 days).

Institutional Arrangement

- The Consultant will be reporting to the UNDP Anti-Corruption Technical Adviser and the UNODC Anti-Corruption Adviser - Pacific. The Consultant will be engaging with and taking into consideration the views of other interested parties, particularly the UNDP Pacific Office. The Consultant is obliged to submit a final report after the finalization of the assignment, containing reflections on the performed tasks, deliverables, observations and recommendations for future steps.
- The consultant is expected to provide their own laptop and communications equipment. UNDP can provide desk space in Suva for head office duties and will make arrangements for travel to Suva and other countries as required.

Duration of the Work

The consultant will be required to work for 325 days spread over 24 months (9 November 2020 to 8 November 2022) under a Long-Term Arrangement (LTA).

The call-off for the LTA will be via issuance of new TOR for each assignment or based on monthly progress activities as per workplan.

Estimated Engagement Timelines			
Month	No of days of engagement	Month	No of days of engagement
Nov-20	15	Jan-22	10

Dec-20	15	Feb-22	10
Jan-21	18	Mar-22	10
Feb-21	20	Apr-22	12
Mar-21	20	May-22	10
Apr-21	20	Jun-22	10
May-21	20	Jul-22	12
Jun-21	20	Aug-22	1
Jul-21	18	Sept-22	10
Aug-21	15	Oct-22	10
Sept-21	5	Nov-22	5
Oct-21	10	Total	325 days
Nov-21	10		
Dec-21	10		

Contract Arrangement

The successful individual will sign the UNDP Individual Consultant Long Term Agreement. The engagement will be on an intermittent basis with the stated duration based on the required services. UNDP will issue separate terms of reference and purchase order for each specific assignment as a call-off from this IC LTA. The TOR will outline the expected outputs, and the number of days to be engaged. The outputs of the assignments will be reviewed by UNPRAC team.

Duty Station

The Consultant will be home based with required travel to Suva, Fiji and Pacific Island Countries depending on the needs; Since travel will be requested on ad-hoc basis, UNDP will purchase air tickets for the Consultant based on the most direct route and cost-effective route as per UNDP Travel Guideline.

UNDP will also provide Daily Subsistence Allowance (DSA) to the Consultant for the duration of his/her stay at the respective duty station at UN approved DSA rates.

The Consultant will be expected to provide reports after every detailed assignment, as well as mission reports when performing missions in the field.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications

- Minimum Undergraduate degree in political science, law or relevant social sciences;

Experience & skills

- At least 3 years' experience working on anti-corruption issues at the national and regional levels;

- Experience in working on anti-corruption with Pacific Governments and other representative bodies including (but not limited to) civil society organizations and the private sector;
- Legislative/policy experience on RTI/ FOI;
- Experience working with UNDP and UNODC on anti-corruption is an asset;
- Experience in establishing Pacific peer-to-peer learning in implementing anti-corruption measures is an asset;
- Knowledge of wider governance issues;
- Excellent analytical, working and drafting skills and experience of providing policy advice on anti-corruption at the international, regional or national levels;
- Working experience in the Pacific region on governance issues notably on RTI/FOI;
- Current post-COVID-19 experience in facilitating online webinars, materials and training; and
- Fluency in English (written and oral) is essential and experience of having lived in a Pacific Island country is preferable.

Language requirements

- Fluency of English language is required.

COMPETENCIES

- Excellent analytical, writing and drafting skills and experience of providing policy advice at the international, regional or national levels;
- Excellent networking skills;
- Fluency in English (written and oral) is essential.
- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

EVALUATION

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant 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.

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

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1: At least 3 years' experience working on anti-corruption issues at the national and regional levels, including on RTI/ FOI; 10points

Criteria 2: Minimum Undergraduate degree in political science, law or relevant social sciences; 5 points

Criteria 3: Working experience in the Pacific region on governance issues notably on RTI/FOI; experience in working on anti-corruption with Pacific Governments and other representative bodies including (but not limited to) civil society organizations and the private sector; 15 points

Criteria 4: Legislative/policy experience on RTI/ FOI; 15 points

Criteria 5: Knowledge of wider governance issues and experience working with UNDP and UNODC on anti-corruption is an asset; 5 points

Criteria 6: Experience in establishing Pacific peer-to-peer learning in implementing anti-corruption measures is an asset; current post-COVID-19 experience in facilitating online webinars, materials and training; 10 points

Criteria 7: Excellent analytical, working and drafting skills and experience of providing policy advice on anti-corruption at the international, regional or national levels; 10 points

Interviews maybe be conducted for the technically qualified consultants as part of the validation process.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

Payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

DOCUMENT SUBMISSION

Documentation required

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

- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in United State Dollars (USD)
- **Personal CV**, indicating all past 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;

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

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.

All required templates are available on the UNDP Procurement website: www.pacific.undp.org

Annexe

- 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
- Annex III – UNDP eTendering User Guide for Bidders

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Anti-Corruption Consultant (LTA)**) with reference (**PN/FJ/098/20**) and submitted via e-tendering under Event ID 0000007471.
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply