

TERMS OF REFERENCE

Reference	PN/FJ/097/20
Consultancy Title	Anti-Corruption Consultant (LTA)
Project Name:	United Nations Pacific Regional Anti-Corruption Project
Location	Home based with occasional duty travels to the Pacific
Application deadline	26 October 2020
Type of Contract	Individual Contractor Long Term Agreement (IC LTA)
Languages required:	English
Duration of Initial Contract:	Up to 224 days spread over 23 months (1 January 2021 to 30 November 2022)

BACKGROUND

The United Nations Pacific Regional Anti-Corruption (UN-PRAC) Project aims to promote and strengthen measures to prevent and fight corruption more efficiently and effectively in the Pacific region. This aligns with the purpose of the United Nations Convention against Corruption (UNCAC) in article 1(1) and the spirit of Sustainable Development Goal 16, which encourages countries to “promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”.

The objectives of this Project are three-fold. The first is to provide Niue, Samoa and Tonga with sufficient information and support to enable their accession to UNCAC; and to support Pacific States parties to actively participate in the UNCAC review process. The second objective is to support PICs to strengthen their national anti-corruption legislation and policies, as well as institutional frameworks and capabilities to effectively implement UNCAC. The third is to provide support on the demand side of accountability, primarily through supporting a stronger engagement of non-State actors in the oversight of corruption and in the design of tools for a more transparent service delivery.

This Project will further draw on the technical expertise, tools and knowledge produced by the anti-corruption projects being implemented by UNDP and the United Nations Office on Drugs and Crime (UNODC). It will also use those projects as platforms to share Pacific progress on UNCAC implementation with the global community.

OBJECTIVES AND OUTPUTS

The UNDP Pacific Office is seeking the services of a Consultant to support its anti-corruption (AC) work, namely under the UN-PRAC Project, implemented in partnership with UNODC.

The outputs expected from this consultancy to achieve the objectives in 15 Pacific Island countries (PICs) and territories that UN-PRAC covers (including the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu and Vanuatu) are as follows:

- i) Assist UN-PRAC with the implementation of activities that would support PICs’ involvement in the broader AC agenda, notably the United Nations General Assembly Special Session (UNGASS) focused on corruption and implementation of the Teieniwa Vision: Pacific Unity Against Corruption;
- ii) Provide technical support to Pacific States parties to actively participate in the UNCAC review process, including supporting the implementation of activities that strengthen their national anti-corruption legislation and policies; and

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| iii) | Support UN-PRAC activities that enhance the role of non-State actors in the prevention of corruption. |
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DUTIES AND RESPONSIBILITIES

Scope of Work

Specifically, the consultant will deliver in the following areas:

- i. **Support provided to UNCAC States Parties in the broader AC agenda:**
 - Provide technical support to PICs in engaging in the broader AC agenda, notably the UNGASS focused on corruption;
 - Support PICs implementation of the Teieniwa Vision: Pacific Unity Against Corruption, including advocacy around the Vision in appropriate regional forums, such as the Pacific Islands Forum Secretariat;
- ii. **Anti-Corruption reforms prioritized by PICs:**
 - Provide technical advisory support to countries for defining roadmaps following the UNCAC peer reviews;
- iii. **Support to reforms on National Anti-Corruption Legislation and Policies**
 - Conduct follow-up work related to the implementation of national anti-corruption legislations and policies, consistent with UNCAC and the Development Agenda 2030;
 - Provide technical advice and work with countries on mainstreaming Goal 16 into their development strategies, including developing and monitoring related anti-corruption targets;
- iv. **Engagement of Non-State actors in the prevention of corruption**
 - Contribute to social accountability projects;
 - Provide technical and advisory support on UN-PRAC's engagement with non-State actors in the prevention of corruption;
 - Provide technical support to anti-corruption initiatives with Members of Parliament, the media and private sector.
- v. **Draft knowledge products**
 - Develop UN-PRAC newsletters;
 - Develop/ review UN-PRAC publications;
- vi. **Develop online UN-PRAC materials**
 - Develop online materials including COVID-19 awareness materials;
 - Develop toolkits/ learning modules for the media and private sector.

Key deliverables:

- In consultation with the UN-PRAC team, the consultant will develop a work plan/ToRs for each deliverable. This would include both home based deliverables and those that require missions;
- Knowledge products;
- Report after each assignment, including; and
- A final report, to be delivered two weeks after the end of the assignment.

Institutional Arrangement

The Consultant will be reporting to the UNDP Anti-Corruption Specialist and the UNODC Anti-Corruption Advisor. The Consultant will be consulting and taking into consideration the views of other interested parties, particularly the UNDP Pacific Office and UNODC Regional Office for Southeast Asia and the Pacific. 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.

Duration of the Work

The consultant will be required to work for 224 days spread over 23 months (1 January 2021 to 30 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
Jan-21	20	Jan-22	2
Feb-21	20	Feb-22	8
Mar-21	20	Mar-22	8
Apr-21	12	Apr-22	8
May-21	12	May-22	8
Jun-21	12	Jun-22	8
Jul-21	8	Jul-22	8
Aug-21	8	Aug-22	8
Sept-21	8	Sep-22	6
Oct-21	6	Oct-22	6
Nov-21	10	Nov-22	10
Dec-21	8	Total	224

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 selected PICs depending on the needs and requests of the specific PICs; 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, communications, or relevant social sciences; Postgraduate training qualification in education;

Experience & skills

- At least 12 years' experience working on anti-corruption issues at various levels: national, regional (and sub regional) and international;
- Experience in working with Parliaments and other representative bodies including (but not limited to) civil society organizations, private sector, local governments and media;
- Experience working with UNDP and/or UNODC is an asset;
- Knowledge of wider governance issues;
- Excellent analytical, working and drafting skills and experience of providing policy advice at the international, regional or national levels;
- Working experience in the Pacific region on governance issues; and
- Has media communications background.

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; and
- 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 A: Possess undergraduate degree in political science, law, communications or relevant social sciences; Postgraduate training qualification in education; 10%
- Criteria B: At least 12 years' experience working on AC issues; 15%
- Criteria C: Experience in working with Parliaments and other representative bodies including (but not limited to) civil society organizations, private sector, local governments and media; Experience working with UNDP and/or UNODC is an asset; 15%
- Criteria D: Excellent analytical, writing and drafting skills and experience of providing policy advice at the international, regional or national levels; 10%
- Criteria E: Working experience in least developed countries such as the Pacific region on governance issues; 10%
- Criteria F: Has media communications background; 5%
- Criteria G: Fluency in English (written and oral) is essential; 5%

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

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

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

In the event of unforeseeable travel not anticipated in this TOR, 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/097/20**) and submitted via e-tendering under Event ID 0000007472.
- 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