



**TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT**

POST TITLE:	National Anti-Corruption Consultant
AGENCY/PROJECT NAME:	UNODC
PERIOD OF ASSIGNMENT/SERVICES:	Maximum 85 working days over the period of six months
COUNTRY OF ASSIGNMENT:	Dili, Timor-Leste
STARTING DATE:	1 January 2022
LOCATION:	Dili, Timor-Leste
DUTY STATION:	Commission of Anti-Corruption Dili, Timor-Leste

A) BACKGROUND OF THE PROJECT

The Anti-Corruption Agency of Timor-Leste, Comissão Anti Corrupção (CAC), is an independent government body tasked with preventing and investigating corruption under the Anti-Corruption Law (Law No. 8/2009) and its revision (Law No. 7/2020).

Under the 'Fast-Tracking UNCAC Implementation' and 'COVID-19 Anti-Corruption Response and Recovery' programs, the United Nations Office on Drugs and Crime (UNODC), has been tasked to provide technical assistance to governments in Southeast Asia to implement the United Nations Convention against Corruption (UNCAC) and support the detection, prevention, and investigation of corruption and fraud in the context of the recovery from the COVID-19 pandemic.

UNCAC is the only international treaty on addressing corruption, which Timor-Leste has ratified in 2009. The convention covers prevention, criminalization of corruption offences, international cooperation, and asset recovery. In Timor-Leste, and in the context of implementing the UNCAC and the two programs, UNODC's assistance to CAC focuses on supporting the development of a training curriculum on criminal investigations of corruption offences, providing capacity-building workshops, identifying risks in public procurement and developing mitigation strategies, and supporting the development of the asset declaration system in Timor-Leste.

B) OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF WORK

UNODC seeks the support of a national individual consultant to support UNODC and CAC in implementing the components of the two programs in Timor-Leste. The Consultant will be responsible for liaising with UNODC, CAC, and other government counterparts in Timor-Leste to support the successful implementation and delivery of the program-related activities.

- Conducting background research;
- Liaising with stakeholders for the conduction of the assessment;

- Gather information and support the finalization of the report through research and data gathering as needed
- Coordinate with UNODC and CAC to identify the dates for the workshop, send and coordinate invitations to participants, procure the venue and catering services, provide simultaneous translation and translation of training material as required;
- Support UNODC and CAC in the delivery of the workshop as required;
- Coordinate with UNODC and CAC to identify the dates for the trainings, send and coordinate invitations to participants, procure the venue, simultaneous translation, translation of training material as required, and of catering services for the three trainings;
- Assist UNODC in the development of training for enhancing capacities of CAC to manage the asset declarations system, including though logistics administrative tasks;
- Produce research and analysis as requested.

C) EXPECTED OUTPUTS AND DELIVERABLES

Under the supervision of the UNODC Regional Anti-Corruption Adviser based in Bangkok, Thailand, and in coordination with the Commissioner and Head of International Cooperation at the CAC the Consultant is expected to achieve and deliver the following outputs by the indicated due dates:

Deliverables/ Outputs	Estimated duration	Target due dates	Review & Approvals Required
<p>Output 1. Assist UNODC and CAC in the mapping of risks in the national public procurement system in Timor-Leste by:</p> <ul style="list-style-type: none"> • Conducting background research; • Liaising with stakeholders for the conduction of the assessment; • Gather information and support the finalization of the report through research and data gathering as needed <p>Deliverable(s): a) draft mapping of the risks in the national public procurement system, b) report of key findings from the background research, c) examples of liaising with stakeholders for the assessment.</p>	25 days	31 March 2022	UNODC Regional Anti-Corruption Adviser
<p>Output 2. Contribute to the organization of a workshop on corruption risk assessment in public procurement:</p> <ul style="list-style-type: none"> • Coordinate with UNODC and CAC to identify the dates for the workshop, send and coordinate invitations to participants, procure the venue and catering services, provide simultaneous 	20 days	31 April 2022	UNODC Regional Anti-Corruption Adviser

<p>translation and translation of training material as required;</p> <ul style="list-style-type: none"> • Support UNODC and CAC in the delivery of the workshop as required; <p>Deliverable(s): workshop report with invitation, agenda, and attendance record annexed.</p>			
<p>Output 3. Contribute to the organization of a training on criminal investigations of corruption offences:</p> <ul style="list-style-type: none"> • Coordinate with UNODC and CAC to identify the dates for the trainings, send and coordinate invitations to participants, procure the venue, simultaneous translation, translation of training material as required, and of catering services for the three trainings; <p>Deliverable(s): training report with invitation, agenda, and attendance record annexed.</p>	20 Days	31 May 2022	UNODC Regional Anti-Corruption Adviser
<p>Output 4. Support UNODC and CAC in the development of the asset declaration system:</p> <ul style="list-style-type: none"> • Assist UNODC in the development of training for enhancing capacities of CAC to manage the asset declarations system, including through logistics administrative tasks; • Produce research and analysis as requested. <p>Deliverable(s): a) Training report with agenda and attendance record annex, b) research/analysis report.</p>	20 days	30 June 2022	UNODC Regional Anti-Corruption Adviser
Total	85	1 January 2022 – 30 June 2022	

D) INSTITUTIONAL ARRANGEMENTS

The national Consultant will be based in the CAC office, Dili, Timor-Leste and report directly to the UNODC Regional Anti-corruption Adviser Based in Bangkok, Thailand and to the relevant CAC staff.

E) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The duration of the assignment is six months with maximum 85 working days, and the expected starting date is 1 January 2022.

6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Dili, Timor-Leste.

F) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**Lump Sum Contract**

The financial proposal must be expressed in the form of a LUMP SUM amount that is all-inclusive of all costs, supported by a breakdown of costs, as per the template provided. The amount should be inclusive of professional fees, insurance, communication etc.

Schedule of payments

Per deliverable/s upon submission of its completion deliverables report and accepted by UNODC, each deliverable as per the timeline mentioned in section C (expected outputs and deliverables).

Deliverables/ Outputs	Target due dates	Breakdown of the Payment
Deliverable 1: Draft mapping of the risks in the national public procurement system, b) report of key findings from the background research, c) examples of liaising with stakeholders for the assessment.	31 March 2022	30%
Deliverable 2: Presentation of workshop report with invitation, agenda, and attendance record annexed.	31 April 2022	23%
Deliverable 3: Provision of training report with invitation, agenda, and attendance record annexed.	31 May 2022	23%
Deliverable 4: Training report with agenda and attendance record annex, b) research/analysis report.	30 June 2022	24%
Total	1 January 2022 – 30 June 2022	100%

G) QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

The candidate should match the following criteria:

Education:

- Bachelor Degree in public policy, law, political sciences, social sciences, economic sciences, or in a related field.

Professional Experience:

- At least 3 years of professional experience with an international development partner or government institutions implementing projects and liaising with government counterparts;
- Previous work experience with UN or other international organization is an advantage;
- Previous work experience on anti-corruption, ethics, integrity, and public procurement is an asset;
- Strong interpersonal, oral and written communication skills;
- Adherence to highest standards of professional conduct and integrity;
- Strong computer literacy and ability to use Microsoft Office (especially Word, Excel and PowerPoint).

Language Requirements:

- Excellent written and spoken Tétun and English is essential, fluency in Portuguese is an asset.

Other Competencies:

- Excellent interpersonal and networking skills, including the ability to liaise effectively at project management levels.
- Ability to communicate and function effectively in an international, multicultural environment.
- Ability to work closely with mentors, AccLab, startup business, young entrepreneurs, and other stakeholders to design and craft high impact design challenge proposals.
- Ability to work effectively in a team.

H) RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification in one single PDF document:

- 1. Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP ([the template to be downloaded from the procurement notice link](#)).
- 2. Personal CV or P11** indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references (to be downloaded from the procurement notice link).
- 3. Financial Proposal:** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided ([the template to be downloaded from the procurement notice link](#)).
- 4. Technical Proposal:**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment;
 - b. A methodology, on how they will approach and complete the assignment and work plan as indicated above.

I) EVALUATION METHOD AND CRITERIA:

Terms of Reference for Individual Contract

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight 70%

* Financial Criteria weight 30%

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

Technical Evaluation (70%)

Qualification, Experience and Technical Proposal (70 marks):

1. General Qualification (15 marks);
2. Experience relevant to the assignment (35 marks);
3. Technical Proposal: Brief methodology and workplan on how the consultant will approach and complete the work (20 marks).

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated


Annexes (click on the hyperlink to access the documents):

- **Annex 1 - [IC Contract Template](#)** (for information);
- **Annex 2 - [Financial Proposal Template using the template provided by UNDP](#)** (to be completed at later stage upon request by UNDP);
- **Annex 3 – [IC General Terms and Conditions](#)** (for information);
- **Annex 4 – [RLA Template](#)** (if consultant wishes to be recruited through an employer) - (for information).

Incomplete applications will not be considered and will be disqualified automatically.

J) APPROVAL

This TOR is approved by:

Signature	 _____
Name and Designation	Francesco Checchi, Anti-Corruption Adviser
Date of Signing	03-Nov-2021 _____