



Terms of Reference

Ref: IC/PNG/012-2022 International Consultant for Corruption Risk Assessment

General Information

Title:	International Consultant for Corruption Risk Assessment
Project Name:	PNG Anti-Corruption Project, Country Office UNDP PNG
Reports to:	Chief Technical Adviser (Anti-Corruption)
Type of Appointment:	Individual consultant (International)
Expected Places of Travel:	Port Moresby, Papua New Guinea
Duty Station:	Home-based with 20 days in country (PNG) during 1 mission
Duration of the Contract:	40 working days (From March 1, 2022 to December 31, 2022)

I. Background

Corruption is a global phenomenon that negatively impacts development. Papua New Guinea is no exception to this. Corruption has stunted economic growth in Papua New Guinea. Levels of malfeasance are stubbornly high, and the loss of public monies has limited the Government's ability to deliver essential services broadly and with quality in a uniform manner. This has resulted in inter-generational declines in key development indicators, among them, literacy, maternal and new-born health and life expectancy. While even in normal situations, corruption poses a major impediment to human, economic and social development, this effect is now exacerbated by the COVID-19 pandemic.

The Government of Papua New Guinea has attempted to address corruption over the last three decades, but its efforts have met with varying degrees of success. Papua New Guinea was the Pacific region's first country to ratify the United Nations Convention against Corruption (UNCAC), signing it in 2004, and ratifying it in 2007. This has been followed by a number of key developments, among them:

- Development of the National Anti-Corruption Strategy (2010-2030) and its associated rolling Plans of Action.
- Active participation in the mechanism for the review of implementation of United Nations Convention against Corruption or UNCAC (UNCAC Implementation Review Mechanism), as a State under review and a reviewing State.
- Joining the Extractive Industries Transparency Initiative (EITI) in 2014.
- Commitments by the Government to pass legislation to establish an Independent Commission Against Corruption (ICAC), implement freedom of information (FOI) and protect whistle-blowers, the last of which saw legislation enacted in February 2020 and the unanimous vote of the national Parliament in November 2020 to establish an Independent Commission Against Corruption.



The United Nations has played an important role in supporting, facilitating and advising on various aspects of this effort. In 2020, UNDP and UNODC with support from the European Union, designed a project to support the Government of Papua New Guinea and key stakeholders to progress their national anti-corruption priorities.

The overall goal of the Project on Preventing and Countering Corruption in Papua New Guinea funded by the EU and implemented by UNDP and UNODC (the 'PNG Anti-Corruption Project') is to support the Government, key national institutions, civil society and communities to strengthen their commitment and capacities to address corruption in line with the UNCAC, in order to more effectively progress the achievement of the Sustainable Development Goals for the benefit of all Papua New Guineans.

Specifically, the Project aims to strengthen Papua New Guinea's national integrity system through the strengthening of core anti-corruption institutions and processes, through support for key Government and non-government bodies.

The Outcome 1 aims to provide holistic support to the implementation of the National Anti-Corruption Strategy Plan of Action (NACPA), including by supporting the development of a monitoring and oversight plan, assisting with critical anti-corruption law reforms and working with core government partners to pilot risk assessments that can be used as the basis for sector or geographic specific risk mitigation plans which will feed back into implementation of the NACPA.

The NACPA identified undertaking "Corruption Risk Management and Mitigation Framework" in Plan of Work #3, which identified the need to establish corruption risk management systems in public organisations, and to incorporate the corruption risk management and mitigation strategy into the general corporate strategy of public organisations. The PNG Anti-Corruption Project will support core government agencies to discuss and develop a risk assessment methodology and to use this to inform their development of risk management plans and systems. The Project will support conducting the "pilot risk assessments" and development of mitigation strategy, with focus on particularly vulnerable or essential ministries or sectors which have a clear impact on achievement of the SDGs (e.g., health, education, natural resources management). This work will be complemented with conducting risks assessments and mitigations strategies in the provinces. In consultation with the donor, the final selection of these provinces will need to be negotiated with the central government and relevant provinces.

For this purpose, UNDP PNG is seeking an International Consultant for supporting developing Corruption risk assessment methodology, mitigation strategies and conducting pilot risk assessments in the selected government departments or organisations, including in provinces.

II. Scope of work



The overall purpose of the consultancy is to support PNG Government in developing the Corruption risk assessment methodology and mitigation strategies, and conducting the pilot risk assessments in some of the most vulnerable government sectors and departments, including in provinces.

The Consultant will work closely the Project team and with the key government partners and institutions, including in provinces.

The scope of work will include:

1. Support development the Corruption Risk Assessment Methodology and Risk Mitigation Strategy for government organisations of PNG in close collaboration with Project team and key stakeholders, including supporting discussions, consultations workshops and FDGs on appropriate Corruption Risk Assessment Methodology.
2. Conducting and supporting corruption risk assessment and risk mitigation strategies in selected pilot Government institutions, including in provinces in close collaboration with the Project team and key partners, and conducting the workshops, trainings, consultations and discussions, as appropriate.
3. Designing training material and conducting the capacity building workshop for public servants on corruption risk assessment and management, development of mitigation strategies and its monitoring system for public sector as appropriate.

III. Deliverables and timeline

The deliverables are summarized in the table below.

The Corruption Risk Assessment Consultant will carry out the following tasks:

Support coordination

Deliverables	Estimated number of Working days and Completion deadline	Payment percentage	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Scope and design the appropriate corruption risk assessment framework and methodology,	15 days 31 May 2022	37 %	CTA



<p>based on consultations, workshops and discussions with key Government stakeholders</p> <p>a) Conduct and support workshops, trainings and consultations with key stakeholders on the appropriate CRA Methodology and framework as appropriate</p> <p>b) Develop the first draft of the CRA Methodology and submit it to the Project team for inputs</p> <p>c) Incorporate further feedback should Project team require it and then submit final draft publication</p> <p>d) Submit the final draft of the CRA Methodology</p>			
<p>2. Design training material on corruption risk assessment based on the new Methodology Manual (incl. structure, presentations, interactive exercises, handouts, etc.).</p> <p>a) Incorporate feedback received from Project team and key stakeholders and then submit the final package.</p>	<p>5 days 30 June 2022</p>	<p>13 %</p>	<p>CTA</p>
<p>3. Support building capacity and undertaking corruption risk assessments in Government departments or independent bodies and produce mitigation strategies (up to 4 departments/bodies)</p> <p>a) Conduct up to two workshops/trainings in each department/body (up to 8 workshops in total)</p>	<p>10 days 31 December 2022</p>	<p>25 %</p>	<p>CTA</p>
<p>4. Support undertaking pilot Corruption risk assessment and developing risk mitigation plans for up to 4 provinces (2 risk assessment in each province; up to 8 risk assessments/workshops in provinces in total)</p>	<p>10 days 31 December 2022</p>	<p>25 %</p>	<p>CTA</p>



Disbursement of payments

Lumpsum payment linked to deliverables, and Payment for aforementioned deliverables are subject to certification of deliverable/s report approved by Supervisor, Chief Technical Adviser (Anti-Corruption) UNDP PNG.

Institutional Arrangement

The consultant will work in close collaboration with the Project team and will report and submit deliverables to the Chief Technical Adviser (Anti-Corruption) UNDP PNG for review and approval.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal, including costs for PNG visa if required. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on an ad-hoc basis. The DSA for travel to the duty station and potential visa arrangements will be determined with the selected candidate later, based on his/her home (departure) location.

No	Destination	Frequency	Duration/days
1	Port Moresby and provinces (to be determined in detail during the implementation of activity)	Travel to conduct the workshops, including in provinces (September – October 2022)	20 days

IV. Duty Station

Homebased and PNG as per ToR.

V. Contract duration

The duration of the contract will be 40 working days as per the above deliverables.

VI. Qualifications and Experience

Academic Qualifications:

- Master's Degree in law, development studies, social sciences, international relations or other fields related to the scope of the assignment.



Experience:

- At least seven (7) years of relevant experience work on governance/ ethics/corruption;
- Specific policy and implementation experience on Corruption Risk Assessment and management is required (technical assistance, advisory services, analytical work, knowledge products), notably in advising governments and supporting the development of Corruption Risk Assessment and Management;
- Experience in working on similar assignments/products will be an asset.

Language:

- Proficient in English language, spoken and written.

VII. Competencies:

Corporate Competencies:

Integrity, professionalism, and respect for diversity.

Functional Competencies:

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- Experience in working on risk assessment and management on area of anti-corruption and governance would be an asset
- Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.
- Familiarity and working experience on the development issues and context in the Crisis country would be the asset.
- Commitment to respecting deadlines and the delivery of outputs within the agreed timeframe.

VIII. Documents to be included When Submitting the Proposals

Consultant shall submit the following documents:

- Personal CV or P11, 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.
- Financial proposal in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

IX. Financial proposal



Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

Evaluation of applicants

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

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method –where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.
- The financial proposal shall specify an all-inclusive lumpsum payment linked to deliverables.
- The top applicant with the Highest Combined Scores and accepted UNDP’s General Terms and Conditions will be awarded the IC contract.

EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Requirement	Relevant academic degree or higher	10 Points
Experience	Relevant working experience	35 Points
	Relevant specific similar working skills of supporting developing or managing Corruption risk assessment and management system and mitigation plans, including with building capacity and awareness in public sector (with written example).	25 Points
Financial Evaluation		30 POINTS



<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> $FE = \frac{LFP}{FPi} \times 30$ </div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPi= Financial Poposal of bidder i</p>	
<p>FINAL EVALUATION: TECHNICAL + FINANCIAL</p>	<p>MAX 100 POINTS</p>

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than 15th February 2022, 5PM Local PNG Time wth mandatory email subject: **IC/PNG/012-2022 International Consultant for Corruption Risk Assessment**. For any clarification regarding this assignment please write to procurement.pg@undp.org.

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Note:

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3- OFFEROR’S LETTER TO UNDP); Firms are not eligible for this consultancy assignment (open only for national individual consultants). Incomplete application will not be considered, it will be disqualified automatically. Please complete the Statement of Health form and submit along with proposal



ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

ANNEX 4- STATEMENT OF HEALTH- INDIVIDUAL CONTRACTOR

ANNEX 5 – P11 ICs FORM

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document