Terms of reference

GENERAL INFORMATION

Title: National Consultant on Corruption Investigation and Asset Recovery

Project Name: Anti-corruption (GLOZZ99)
Reports to: Anti-corruption National Programme Coordinator
Duty Station: Home-based
Expected Places of Travel (if applicable): No travel required
Duration of Assignment: 46 working days, (within  April 2022 – December 2022)

REQUIRED DOCUMENT FROM HIRING UNIT

TERMS OF REFERENCE

CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
(1) Junior Consultant
(2) Support Consultant
(3) Support Specialist
(4) Senior Specialist
(5) Expert/ Advisor

CATEGORY OF INTERNATIONAL CONSULTANT, please select:
(6) Junior Specialist
(7) Specialist
(8) Senior Specialist

APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓ CV
✓ Copy of education certificate
✓ Completed financial proposal
✓ Completed technical proposal (if applicable)

Need for presence of IC consultant in office:
☒ partial (explain): The contractor will be home-based during his/her consultancy. No requirement to attend daily to the office, however, to be available for any meeting request by the supervisor.
☐ intermittent (explain):
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐Yes ☐No
Equipment (laptop etc.): ☐Yes ☐No
Secretarial Services ☐Yes ☐No

If yes has been checked, indicate here who will be responsible for providing the support services: <Enter name>
## I. BACKGROUND

The United Nations Office on Drugs and Crime (UNODC) partners with the Government of Indonesia (GoI) to support the capacity building of Indonesia Law Enforcement Agencies in investigating and prosecuting corruption, and also recovering stolen assets.

Operating under the UNODC Annual Workplan 2022, specifically under the Outcome 3 Prevention and countering of corruption and economic crime, this assignment will provide contextual relevance on Indonesian laws and regulations in delivering trainings and discussions. In addition, the assistance is designed to ensure that the trainings and discussions delivered by UNODC are relevant with Indonesian laws and regulations.

Like other countries in the region, corruption and embezzlement of public assets are serious challenges for Indonesia. The Government of Indonesia has indicated its commitment to eradicating corruption. In 2016 and 2017 (year), two Presidential Instructions were introduced to prevent and eradicate corruption, including an action plan for asset recovery. Proceeds of corruption and other crimes are often laundered and reinvested in foreign jurisdictions, making effective international cooperation in recovering stolen assets a priority. The Indonesian government has requested UNODC to provide technical assistance to the relevant competent institutions to increase their capacity to conduct effective investigation to achieve successful asset recovery.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The scope of work of Senior Specialist on Corruption Investigation and Asset Recovery is including:

1. Design the agenda of the Roundtable Discussion on Corruption as facilitator of other Crimes;
2. Facilitate discussion and produce recommendation as the output of the discussion of the Roundtable Discussion on Corruption as facilitator of other Crimes;
3. Analyze the trainings modules and/or agenda drafted by International trainers/facilitators and provide recommendation to make it aligned with the relevant Indonesia laws and regulations;
4. Deliver Indonesian context in the trainings to help the trainings’ participants understand the training material in the context Indonesian Law and Regulation;
5. Enrich the training modules with Indonesian laws and regulations, and also good practices.

### Activities

The activities required to deliver the output are:

1. Desk research on Indonesian Laws and Regulations that relevant to the trainings;
2. Coordination and discussion with the International consultants to shape the agenda and training materials that are relevant to the need of Indonesia law enforcement agency;
3. Facilitating trainings;
4. Collaborating training materials to final report;
5. Discussion with the law enforcement agencies before drafting the agenda of Roundtable Discussion on Corruption as facilitator of other Crimes.
### Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required</th>
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</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Deliverable: Training modules and delivery for Cross-Border Financial Investigation in Corruption Cases – three batches (3 days of analysis and recommend training modules and agenda + 6 days of training delivery + 3 days final training modules production)</td>
<td>12 wds</td>
<td>30 June 2022</td>
<td>National Programme Coordinator of Anti-corruption</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Deliverable: Training on the Collection and Management of Electronic/Digital Evidence – two batches (3 days of analyse and recommend training modules and agenda + 2 days of training delivery + 3 days final training modules production)</td>
<td>8 wds</td>
<td>19 August 2022</td>
<td>National Programme Coordinator of Anti-corruption</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Deliverable: Training on Confiscated Asset Management (5 days analysing and providing recommendation to training modules and agenda + 3 days of training delivery + 3 days final training modules production)</td>
<td>11 wds</td>
<td>19 August 2022</td>
<td>National Programme Coordinator of Anti-corruption</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Deliverable: Roundtable discussion on Corruption as facilitator of other Crimes and the Importance of Multidoor Approach (7 days designing the agenda and materials + 3 days facilitating discussion+ 5 days producing Recommendation)</td>
<td>15 wds</td>
<td>9 December 2022</td>
<td>National Programme Coordinator of Anti-corruption</td>
</tr>
</tbody>
</table>

**Indicators and details as how the work must be delivered:**

1. **All deliverables must be submitted in a timely manner, are well researched, practice-oriented, and geared towards use in Indonesia fitting the local context**
2. **A consultation process with UNODC POIDN and selected national consultant is conducted in a transparent, cooperative, and inclusive manner, including the maintenance of regular communication and the incorporation of respective inputs**
3. **Quality and relevance of strategic advice and input towards suitable mechanisms and concrete interventions related to the use of faith professionals to support disengagement, rehabilitation, and reintegration processes of Violent Extremist Prisoners in Facilities**
4. **Delivery of clear, well-organised, and effective expert group discussions as well as excellent presentations, guidance, and facilitation during group discussions, as evidenced by the degree of interest and understanding of the topics by participation; and**
5. **All final documents were formatted, well-organised, and written in clear, professional English and Bahasa Indonesia.**
III. WORKING ARRANGEMENTS

Institutional Arrangement

1. The consultant will perform its work in collaboration with one international consultant under the supervision and report directly to the Anti-Corruption National Programme Coordinator, UNODC Indonesia.

2. The UNODC Country Manager and UNODC Anti-Corruption National Programme Coordinator will provide overall guidance and supervision to the consultant and monitor and evaluate deliverables’ progress by conducting regular meetings or through emails at the minimum once in a month.

3. During the contract period, the consultant is expected to coordinate closely and liaise with key counterparts.

4. UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of National Programme Manager.

Duration of the Work

46 working days, (within April 2022 – December 2022)

Duty Station

The consultant will be home-based during his/her consultancy. No requirement to attend daily to the office, however, to be available for meeting requests by the supervisor (online or in-person). Any cost related to travel arrangement will be borne by UNODC.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

Master degree in law with experience of minimal 10 years in legal matters, or a first level university degree in similar fields in combination with fifteen additional years of qualifying experience may be accepted in lieu of the advanced university degree

Years of experience:

1. Has experience at least 5 years in anti-corruption and/or money laundering issues;

2. Has experience in investigating corruption and/or money laundering;

3. Has experience in delivering training and/or workshop

Competencies and special skills requirement:

1. Proven analytical skills to conduct research and analysis, identify issue and recommend solution;

2. Has strong knowledge and analytical skills on Indonesian Law on Anti-corruption, money laundering, and asset recovery

3. Has strong knowledge on Indonesian Criminal and Procedural Law;

4. Has knowledge on corporate criminal liability would be a benefit.
5. Familiarity with UNCAC and other international, regional, and national anti-corruption frameworks;

6. Demonstrated ability to work with persons of different ethnicity and cultural background

7. Strong reporting, communication and interpersonal skills

8. Proficient in English and Bahasa Indonesia languages, spoken and written

9. Effective planning and organising skills

V. EVALUATION METHOD AND CRITERIA

**Cumulative analysis**

When using this weighted scoring method, the award of the contract should 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 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 70 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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</thead>
<tbody>
<tr>
<td><strong>Technical</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Criteria A: qualification requirements as per TOR:</strong></td>
<td>50%</td>
<td>50</td>
</tr>
<tr>
<td>1. Master’s degree in Law with experience of minimal 10 years in legal matters, or a first level university degree in similar fields in combination with fifteen additional years of qualifying experience may be accepted in lieu of the advanced university degree</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>2. Has experience at least 5 years in anti-corruption and/or money laundersing issues;</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>3. Has experience in investigating corruption and/or money laundering</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>4. Has experience in delivering training and/or workshop</td>
<td>10%</td>
<td>10</td>
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<tr>
<td><strong>Criteria B: Brief Description of Approach to Assignment.</strong></td>
<td>30%</td>
<td>30</td>
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<tr>
<td>1. Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.</td>
<td>10</td>
<td>10</td>
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<tr>
<td>2. Important aspect of the task addressed clearly and</td>
<td>10</td>
<td>10</td>
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3. Logical, realistic planning for efficient project implementation.

<table>
<thead>
<tr>
<th><strong>Criteria C: Further Assessment by Interview (if any)</strong></th>
<th>10</th>
<th>10</th>
</tr>
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<tr>
<td>1. Has knowledge on corporate criminal liability would be a benefit.</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>2. Familiarity with UNCAC and other international, regional, and national anti-corruption frameworks;</td>
<td>10%</td>
<td>10</td>
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Prepared by

Putri Wijayanti
National Programme Coordinator

Approved by

Collie F. Brown
Country Manager and Liaison to ASEAN