

**Institutional Development of the Iraqi Anti-Corruption Academy (IACA) Senior Consultant
Terms of Reference (ToR)**

Project Title:	Institutional Development of the Iraqi Anti-Corruption Academy
Job Title:	Anti-corruption Implementation management advisor
Department:	Governance, Anti- Corruption Programme
Reports to:	Anti-Corruption Programme Manager
Location:	Home Base with to Travel to Iraq
Duration of Contract:	220 working days for over period of 12 months
Languages Required:	Arabic and English

1. Background

Considering that the legal and institutional anti-corruption framework has only recently been established in Iraq, there is a need to strengthen the institutional framework, and to streamline the laws and regulations that govern the mandates, powers, and interaction between the various anti-corruption agencies. At the same time, legislative reform on its own will not be sufficient to combat corruption in Iraq, particularly if the personnel that is responsible for enforcing the law is not equipped with up to date knowledge and skills. There is widespread agreement that corruption has had a detrimental effect on the economy and on the public sector’s performance. Iraq’s oversight agencies are seeking to combat these trends by adhering to the highest standards of transparency, accountability, democracy and good governance. Given all of the above, there is a strong and urgent need for Iraq to have anti-corruption agencies that are knowledgeable, skillful, motivated and committed. In that context, UNDP is seeking to secure to provide administrative and technical assistance to the newly established Anti-Corruption Academy, particularly with a view to enabling capacity building and knowledge development for the country’s anti-corruption agencies.

- (i) The Academy will be staffed with national experts and trainers capable of delivering training sessions in modern techniques of investigation, intelligence, auditing, prosecution and prevention to anti-corruption personnel.
- (ii) The Academy’s establishment allows the oversight agencies to ensure that their staff will be provided with up to date and continuing skills and education on their field of expertise.
- (iii) The Academy will serve as a focal point for functional inter-agency strategic and tactical coordination.
- (iv) Training sessions carried out at the Academy will contribute to the effort of producing a knowledgeable, skillful, motivated and committed workforce.

The Academy’s objective is to improve the institutional capacity and to fight corruption over the long term by:

- promoting and strengthening all measures aimed to prevent corruption;
- promoting transparency, integrity and accountability in the Iraqi state and in the private sector by encouraging the public and private sectors’ participation in the field of anti-corruption;
- supporting international cooperation and technical assistance in this field;
- establishing effective programmes for the personnel of the oversight agencies, through the utilization of national, regional and international expertise, in order to raise their professional efficiency;
- creating specialized scientific and practical training programs;
- exchanging good practices;

- adopting scientific and field studies to come up with effective anti-corruption strategies; and
- Strengthening the good governance in the state and this in turn will create opportunities, options and freedoms in all economic, social and political areas, particularly in the changing nations to achieve welfare and progress for all citizens.

2. Objectives

The consultant shall be working closely with UNDP / anti – corruption team and directly coordinate, receiving instruction, supervised by and reporting to the UNDP / anti – corruption project manager upon the completion of each task, under the overall supervision of the Program manager in the anti-corruption program, the consultant will be responsible to provide and achieve the objectives and the deliverables below:

- Assist in improve the skill of the IACA's staff, especially the trainers of the IACA
- Promote the use of information technology (IT) in the IACA; and
- Participate in Improve the operational capacity of the oversight organizations

3. Scope

- Develop specialized and practical training programs in collaboration with the oversight organizations and IACA and with assistance from national experts.
- Develop and establish on line programmes that will offer individuals the ability to learn on-line, thus giving wider coverage; and provide technical assistance review in conducting of the curriculum with the Iraqi Anti – corruption Academy to establish online courses for the technical curriculum.
- training and coaching to the project staff on the use of the financial and administrative systems
- Monitoring and Evaluation for the IACA's needs that have been requested by the IACA to ensure that these needs achieved the goals.
 - Participate and provide the advices in the evaluating reports as a part of the implantation works and supervising on the surveying if need it based on the deliverables mentioned below.
- The contractor / consultant is expected to liaise, interact, collaborate and conduct meetings with the counterpart and the stakeholders below :
 - The Commission on Integrity (CoI);
 - Iraqi Anti – Corruption Academy;
 - Non-Governmental organizations (NGOs);
 - Iraqi Universities.
 - Media.

4. Deliverables

Deliverables	Outputs	Location	Period	Payments
1. Review existing IT equipment and coordinate with the Iraqi Anti – Corruption Academy in establishing an IT infrastructure.	Technical assistance review is conducted of the IT equipment with the Iraqi Anti – corruption Academy to establish the IT infrastructure.	Home based & Iraq	Jan – April 2016	10%
2. Provide advance level material of ACA and conduct ToT training to the instructors	TOT training sessions is conducted for the material developed to the anti –corruption academy.	Home based & Iraq	Jan – May 2015	10%
				10%
3. Establish a Centre of Excellence for the IACA within the Anti-Corruption Academies in the world to coordinate with the academic counterparts in different countries on expertise and method in fighting corruption.	Technical assistance and report provided to establish a centre of excellence for the IACA to promote and develop the IACA	Home based & Iraq	June – August 2016	10%
4. Participate in develop and facilitate on-line training courses based on the developed advance level material	On line courses established.	Home based & Iraq	Feb - May 2016	10%
5. Participate and promote for the information technology (IT) and the online educational systems	Technical support provided to promote for the educational systems to the ACA and coordinate with the academic counterparts in different countries in this field.	Home based & Iraq	April – June 2016	10%
6. Setup a system for monitoring and evaluation for the management and administrative issues of the ACA project.	Monitoring and evaluation reports are provided and setup a system is conducted for monitoring and evaluation for the management and administrative issues of the ACA project.	Home based & Iraq	June – August 2016	10%
				10%
7. Provide technical advice for training ACA's staff demonstrated improved skills in their relevant field with	Training sessions is conducted for improve skills to ACA staff in their relevant field with	Home based & Iraq	August– November 2016	10%

reference to their specific established field.	reference to their specific established field.			
8. Work in close with the project manager in reviewing of all the ACA's needs with the view all the outputs of the ACA project to complete all the achievements of the IACA project.	Technical assistance in reviewing of all the ACA's needs with the view all the outputs of the ACA project to complete all the achievements of the ACA project.	Home based & Iraq	October – December 2016	10%

5. Time and method of payment

- Payments are to be made to the Individual Contractor in 8 payments based on the deliverables accepted by the supervisor and mentioned above. For each payment a certification of payment needs to be signed and approved by the Programme Manager and provision of a performance evaluation of the advisor on that deliverables signed by the supervisor.
- Taking in the consideration that the numbers of working days are 220 days for over period of 12 months.

Activity No.	Percentage Payment							
	Jan – April 2016	March – April 2016	April – June 2016	May – July 2016	June – August 2016	August – Sep.2016	Sep.- Nov. 2016	Oct.- Dec. 2016
1	10%							
2	10%	10%						
3					10%			
4				10%				
5			10%					
6					10%			
7						10%	10%	
8								10%
Total %	20%	10%	10%	10%	20%	10%	10%	10%

Paym ents							
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6.Key Performance Indicators during implementation of Services

- (v) Institutional Development of the Iraqi Anti-Corruption Academy project will be staffed with national staff, experts and trainers capable of delivering training sessions in modern techniques.
- (vi) Coordinate with the partner and the stakeholder and allows the oversight agencies to ensure that their staff will be provided with up to date and continuing skills and education on their field of expertise.
- (vii) Working sessions carried out at UNDP premises and different places.
- (viii) Places will contribute to the effort of producing a knowledgeable, skillful, motivated and committed workforce.

7. Qualifications:

- a) Master in business Administration, Project Management with not less than 5 years experience or Batchelor in Business Administration, Political Science, Law, Economics, Public Sector Administration with 12 years experience in project management in lieu of the Batchelor degree. with International experience for 2-3 years
- b) Experience in anti-corruption not less than 2 years.
- c) Experience in working with high level counterparts and engaging with senior government officials.
- d) Practical background in Information technology, practical knowledge and experience in the information technology management, online applications and good knowledge of hardware market and online systems. The consultant will liaise between IT section in Anti-Corruption Academy and the vendors, and he/ she will assist in the technical evaluation and short listing for the companies. The consultant will advise on technology and business related issues and working for IT/ business alignment, with maintaining an IT vision.
- e) Previous work experience with UN agencies is considered as advantage.
- f) Excellent reporting and writing skills.
- g) Fully fluent in software packages (MS Word, Excel and PowerPoint)
- h) Previous experience in Iraq is an important advantage
- i) Fluent in English and Arabic is a must.

j) Competencies:

1. Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose solutions to complex issues within a difficult and changing environment.
2. An ability to work in potentially hazardous and difficult locations, with good health and physical ability;
3. A team player with good interpersonal skills
4. Ability to work well under pressure and stressful environment

k) Criteria:

	Criteria	weight
1	Master in business Administration, Project Management or Bachelor with 12 years relevant experience in Business Administration, Political Science, Law, Economics, Public Sector.	12
2	5 years' experience working in the field of project management, of which 2-3 years international experience for	12
3	Experience in working with high level counterparts and engaging with senior government officials.	10
4	Previous work experience with UN agencies is considered is assessed.	8
5	Management & Technical support in implementing projects.	9
6	Previous experience with relevant agencies and institutions in Iraq.	10
7	A team player with good interpersonal skills	5
8	Practical background in Information technology	10
9	Experience in Anti-corruption.	8
10	Excellent reporting and writing skills.	5
11	Fully fluent in software packages (MS Word, Excel and PowerPoint)	6
12	Previous experience in Iraq is an important advantage	6

l) Travel Plan:

Travel to:	No. of Trips	No. of Days for Each Trip:	Total No. of Days
Baghdad - Iraq	8	7 (including travel days)	56

Travel costs will be estimated by UNDP based on meetings, conferences, etc. at which the advisor's attendance will be required. It is possible that less travel is required than is estimated above, and therefore this travel (including all associated costs, per diems) has to be included in the official cost calculation of this contract nor the Financial Proposal. The 56 days are part of the total consulting days

In all travel cases (including in the case of unforeseeable travel), payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the program manager / anti-corruption program and the consultant / advisor, prior to travel and will be reimbursed.

UNDP will provide supporting to the consultant by provide him/ her with any facilitating letters to facilitate the implementation of the work and any logistics arrangement should be agreed upon, between the respective business unit / the program manager of the anti – corruption unit and the consultant.

m) Language

Fluency in Arabic and English is a must.

n) .Reporting

Progress reports shall be submitted to the program manager of the anti corruption program , within one week of the end of each deliverable on monthly basis. The incumbent will immediately report to UNDP Iraq Office any fault or difficulty encounter in the accomplishment of duties.

8. Recommended Presentation of Offer

Interested candidates are requested to submit the following documents:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 1)
- UNDP Personal History form (P11) (Annex 2), 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;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Description of approach to the work/duties described Item 3 and 4 and work plan outlining and detailing the proposed steps required (max. 5 pages)
- Separate Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex 3).

9. Criteria for Selection of the Best Offer

The following criteria shall serve as basis for evaluating offers:

- Combined Scoring Method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%.