

Terms of reference



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GENERAL INFORMATION

Title : Consultant for Anti-Corruption Programme (National)
Project Name : UNODC Sub-Programme 2
Reports to : Country Manager
Duty Station : Jakarta, Indonesia
Expected Places of Travel : N/A
Duration of Assignment : September – December 2016 (80 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	APPROVED Finance Authorization

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

- partial
- intermittent

X full time/office based : to have daily coordination with the Programme Associate and Country Manager to ensure the output inline with the work plan.

Provision of Support Services:

- Office space: X Yes No
- Equipment (laptop etc): Yes XNo
- Secretarial Services Yes XNo

If yes has been checked, indicate here who will be responsible for providing the support services:

Madona Antonia Carini

Signature of the Budget Owner:.....
Just

I. BACKGROUND

The United Nations Office on Drugs and Crime (UNODC) is the custodian of the UN Convention against Corruption as well as the UN Convention on Transnational Organized Crime. Both of these Conventions have great relevance to the global fight against corruption.

Since 2013, UNODC has implemented an anti-corruption programme funded by the Norwegian Government. The programme carries out three outcomes to prevent and combat corruption in Indonesia:

1. Outcome 1: Improved Law Enforcement Response: Corrupt practices identified and investigated by state agencies;
2. Outcome 2: Civil Society and the Media: Enhanced engagement at civil society and the media in implementing anti-corruption strategies;
3. Outcome 3: Anti-Money Laundering and Asset Recovery: Money Laundering activities identified and effectively acted on and the criminal assets recovered.

Relating to outcome one, UNODC supports the Government of Indonesia (GoI) in implementing the National Strategy on Anti-Corruption (Stranas PPK 2012-2025), updating the Anti-Corruption Behaviour Index (IPAK) survey regularly, and support training to strengthen criminal justice responses to combat corruption.

To complete the implementation of this programme, UNODC seeks a consultant to undertake activities in support of the implementation of the programme. Specifically, the Consultant will coordinate their effort with the Programme Associate for Anti-corruption to carry out these tasks.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

OBJECTIVES

The purpose of this assignment is to assist with the implementation of the programmes' activities to include the outcomes above.

RESPONSIBILITIES

Under the supervision of the Programme Associate, the Consultant will:

- a) Assist Bappenas to organise meetings/workshops with relevant institutions to support the development of the Anti-corruption Behaviour Index (IPAK);
- b) Assist INP in developing training modules to detect corruption, in line with Indonesia's reforms;
- c) Support INP in implementing training to detect corruption, in line with Indonesia's bureaucratic reforms in Central and Provincial Levels;
- d) Collaborate with KPK to organise the Indonesian Anti-Corruption Forum and International Anti-Corruption Day;

- e) Prepare agenda, invitations, HR Mini Master, arrangement, presentation materials, minutes and summary reports of activities;
- f) Ensure the documentation of meetings and training materials relating to activities planned and its mainstreaming such as meeting summaries, attendance lists, presentation materials, references and the distribution of the summary to all stakeholders;
- g) Serves as focal point for the coordination and monitoring of programme activities consistent with the workplan; prepares standard terms of reference against programme objectives, obtains necessary clearances, processes and follow-up on administrative actions and resolves issues related to programme implementation, (e.g. travel arrangements, organization of and participation in training, authorization of payments, disbursement of funds, procurement of equipment and services, security, etc).
- h) Conduct coordination with UNODC's Communication Officer in draft talking points and web-stories.

The period of performance for the proposed contract is **September 2016 – December 2016**.

The daily report filed to the Programme Associate, the Consultant is expected to produce the following outputs:

Deliverables/ Outputs	Estimate number of Working days	Target Due Dates	Percentage (%)
The second payment will be made upon submission of draft of training module for INP	20	Month one	20%
The third payment will be made upon submission of report activities of training on detect corruption in line with Indonesia's bureaucratic reforms	20	Month two	20%
The fourth payment will be made upon submission of draft of Index Anti-Corruption Behaviour Index	20	Month three	20%
The final payment will be made upon submission of report of implementation activities of Indonesian Anti Corruption Forum and International Anti Corruption Day	20	Month four	20%

III. WORKING ARRANGEMENT

Institutional Arrangement

The consultant will be supervised by the Programme Associate under the overall supervision of the Programme Associate.

Duration of the Work

80 working days in a four months period. The working period will commence on September to December 2016

Duty Station

Home Based with periodic visits to office

Travel Plan

Yes

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

SHORTLISTED CRITERIA

I. Academic Qualifications:

Bachelor Degree or Master degree in law or related field.

II. Years of experience:

- At least 6 years of experience with international development projects focusing on justice and/or the rule of law.
- Experience on developing the guidelines and strategic reports.
- Experience in the field of anti-corruption, mutual legal assistance and extradition.

III. Competencies:

- Strong knowledge of national and global MLA policies and regulations.
- Knowledge of conducting legal assessments and legal reviews.
- Excellent report writing and presentation skills (kindly provide a sample of reports).
- Proficient in English language, spoken and written.

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%*

Criteria	Weight	Max. Point
<i>Technical</i>		100
<i>Criteria A: Qualification requirements as per TOR:</i>	40%	40
1. Bachelor or Master degree in law or law-related field.	10	10
2. At least 6 years of experience with international development projects focusing on justice and/or the rule of law	10	10
3. Experience on data collection and interviewing techniques.	10	10
4. Experience conducting research on anti-corruption.	10	10
<i>Criteria B: Brief Description of Approach to Assignment.</i>	60%	60
1. Strong knowledge of national and global anti-corruption policies and regulations	20	20
2. Knowledge of research and training	20	20
3. Excellent report writing and presentation skills	20	20
<i>Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation</i>		