CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

CONSULTANCY ANNOUNCEMENT

Ref No: GLOZ99/IC/DRC/01

Terms of Reference

Title: Consultant - Anti-Corruption
Name and title of a Supervisor: Crime Prevention and Criminal Justice Officer (Anti-Corruption), Regional Office for Southern Africa
Organization Unit: UNODC ROSAF/DO
Duty station or home based: Kinshasa, Democratic Republic of the Congo
Proposed period: 1 to 31 December 2021
Actual work time: 15 days

1. Background of the assignment:

The project “Strengthening anti-corruption frameworks and addressing corruption linked to biodiversity, climate change and peace and security in the Democratic Republic of Congo and the Great Lakes region” (“the Project”) aims to support the anti-corruption efforts of DRC and other countries of the Great Lakes region, in line with the United Nations Convention against Corruption (UNCAC). It focuses on the strengthening of institutional and legal frameworks of DRC, by: supporting technical capacity of national anti-corruption bodies and enhancing judicial integrity to prevent corruption in the justice sector (Component 1); and supporting the DRC and selected countries in the Great Lakes region in addressing corruption that may facilitate the loss of biodiversity and be linked to the drivers of climate change (Component 2).

2. Purpose of the assignment:

Incumbent will provide substantive support to the design and implementation of capacity-building activities to better prevent and combat corruption, in line with the Project. He/she will be working under the direct supervision of the Crime Prevention and Criminal Justice Officer (Anti-Corruption), Regional Office for Southern Africa (ROSAF), Division for Operations (DO), to the Regional Representative (ROSAF). S/he will receive substantive and policy guidance from the Chief of the Implementation Support Section (ISS) in the Corruption and Economic Crime Branch (CEB), Division for Treaty Affairs (DTA) of the United Nations Office on Drugs and Crime (UNODC) with its headquarters in Vienna, Austria, and other senior staff of the Branch.

3. Specific tasks to be performed by the consultant:

The consultant will be responsible for the following duties:

1) Provide substantive support to the implementation of the anti-corruption project to
strengthen relevant national authorities in the DRC to prevent and combat corruption effectively and in line with UNCAC, including corruption linked to biodiversity, climate change and peace and security.

2) Support the development, implementation and evaluation of the project anti-corruption activities, including by proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, and supporting administrative aspects if needed.

3) Participate in field missions, including by providing guidance to external consultants, government officials and other parties and drafting mission summaries.

4) Assist in designing, organizing and implementing training workshops and seminars; make presentations on a variety of anti-corruption topics and activities.

5) Monitor and evaluate project implementation; draft and review such documents as activity and project progress reports; identify problems and issues to be addressed and initiate corrective actions; liaise with relevant parties; ensure follow-up actions.

6) Research, analyze and present information gathered from diverse sources, including legal and regulatory frameworks on anti-corruption and the judicial sector.

7) Monitor and review best practices, methodologies and programmes in the area of anti-corruption.

8) Assist in planning, monitoring and reporting exercises in DRC under the supervision of the Crime Prevention and Criminal Justice Officer (Anti-Corruption), the leadership of the UN Resident Coordinator, and in collaboration with other members of the UN Country Team (UNCT).

9) Conduct consultations with governments, anti-corruption agencies and other oversight institutions as well as with civil society partners to facilitate the development, implementation and evaluation of anti-corruption activities;

10) Perform other work-related duties, as required.

4. **Expected tangible and measurable output(s)/deliverable(s):**

The consultant is expected to deliver the following tangible and measurable outputs:

- Support the organization of trainings for the staff of the anti-corruption agencies and other oversight institutions;
- Support the organization of a training on judicial integrity;
- Support the organization of a workshop to support anti-corruption legislative efforts;
- Support the preparation of reports on all activities implemented in 2021.
5. Dates and details of deliverables/payments:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Working Days</th>
<th>To be accomplished by (date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Meeting minutes, from at least 1 preparatory meetings; Establishing the counterparts` contact lists and communication channels; Facilitating at least 1 training or roundtable event for the anti-corruption agencies and other project counterparts; facilitating the services for the translation, printing and dissemination of UNODC promotional materials, preparing participants lists, inviting participants, distributing the agenda, materials, questionnaires and surveys, analysing the responses and preparing the survey reports; attendance sheet. Providing any other support as needed for the implementation of the project.</td>
<td>2 days</td>
<td>December 2021</td>
</tr>
<tr>
<td>B.</td>
<td>Meeting minutes, from at least 2 meetings; Facilitating at least two workshops and/or roundtable discussions for the anti-corruption agency and other project counterparts, including the judicial training institute and other actors of justice sector; facilitating the services for the translation, printing and dissemination of relevant documents and training materials, preparing participants lists, inviting participants, distributing the agenda, materials, questionnaires and surveys, analysing the responses and preparing the survey reports; attendance sheet; Providing any other support as needed for the implementation of the project.</td>
<td>7 days</td>
<td>December 2021</td>
</tr>
<tr>
<td>C.</td>
<td>Meeting minutes, from at least 2 meetings; Facilitating at least two workshops and/or roundtable discussions for the anti-corruption agency and other project counterparts, including the judicial training institute and other actors of justice sector; facilitating the services for the translation, printing and dissemination of relevant documents and training materials, preparing participants lists, inviting participants, distributing the agenda, materials, questionnaires and surveys, analysing the responses and preparing the survey reports; attendance sheet; Providing any other support as needed for the implementation of the project.</td>
<td>6 days</td>
<td>December 2021</td>
</tr>
</tbody>
</table>
the responses and preparing the survey reports; attendance sheet; Providing any other support as needed for the implementation of the project.

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables. Please note that last payment must coincide with the end of the contract and must be identical to payment phases in the engagement of consultant request.

6. **Indicators to evaluate the consultant’s performance**

All deliverables should meet the satisfaction of the UNODC Crime Prevention and Criminal Justice Officer (Anti-Corruption) and the Regional Representative (or any staff of UNODC to whom the work is delegated) according to the following indicators:

- quality of meetings organized;
- quality of materials developed and drafted;
- technical competence;
- timely completion of assigned tasks.

7. **Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)**

**Education**

- Advanced university degree (Master's degree or equivalent) in law, preferably in international law or criminal law, social sciences or a related field is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work experience**

- A minimum of five (5) years of progressively responsible professional experience in supporting the implementation of programmes/projects in anti-corruption-related fields is required. Experience in developing, implementing or evaluating technical assistance programmes is required. Relevant experience in working with or providing technical assistance to the Congolese government to deal with anti-corruption or other criminal justice matters, is desirable. Work experience with the United Nations or in similar international organizations is desirable;

**Language**

- English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French with excellent drafting and communication skills are required

**Other special skills/ knowledge**

- Excellent organizational skills are required;
- Excellent communication skills, both written and oral, are required.
- Understanding of UN rules and procedures is an advantage;

**APPLICATION REQUIREMENTS**

A completed application must include:

Financial and technical proposal, Cover letter, CV with three contactable referees, and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills, samples of knowledge products (guides, toolkit, etc.) and include three contactable referees.

Interested candidate with a relevant experience should submit the following documents to unodc-rosaf.procurement@un.org with the subject line “Local Consultant - Anti-Corruption” by 29 November 2021.

These TOR’s will also be available on UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html.

UNODC reserves the right not to make an appointment.

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**Note:** Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “incomplete”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.