

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

CONSULTANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE	: Consultant (Anti-Corruption & beneficial ownership)
ORGANIZATION	: United Nations Office of Drugs and Crime
REGIONAL OFFICE	: Southern Africa
DUTY STATION	: Pretoria, South Africa
TITLE OF SUPERVISOR	: Itumeleng Mongale, National Project Officer (Anti-corruption)
PROPOSED PERIOD	: April 2023 to August 2023
ACTUAL WORK TIME	: 40 days
FEE RANGE	: C

BACKGROUND

The United Nations Office on Drugs and Crime (UNODC) is the global leader in the fight against drugs, organized crime, corruption and terrorism with widely recognized expertise and specialization on issues pertaining to international cooperation in criminal matters. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices.

The work of UNODC is guided by a broad range of legally binding international instruments and a set of United Nations standards and norms on crime prevention and criminal justice. The United Nations Convention against Corruption (UNCAC) provides a global legally binding framework for preventing and combatting corruption, with 189 Parties. South Africa ratified the UNCAC on 22 November 2004.

The Conference of the States Parties to the United Nations Convention against Corruption was established pursuant to article 63 of the Convention to, inter alia, promote and review the implementation of the Convention. The implementation by South Africa of chapters II and V of the Convention was reviewed in the second year of the first review cycle, and the executive summary of that review was issued on 16 November 2021. The executive summary noted that South Africa does not have procedures for the selection and training of individuals for public positions considered vulnerable to corruption and that South Africa should endeavour to adopt procedures for the selection and training of individuals for public positions considered vulnerable to corruption and their rotation, where appropriate, to other positions, as provided in article 7, paragraph 1 (b) of the Convention.

With the aim of adopting such procedures, the Department of Public Service and Administration (DPSA) has sought to first undertake a mapping of positions in the public service that are vulnerable to corruption. DPSA has collected public service information from existing government databases, including those held by relevant law enforcement agencies and oversight bodies. The mapping of these positions will enable DPSA to issue procedures for the selection and training of individuals for positions in the public service considered to be vulnerable to corruption.

PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to support the Department of Public Service and Administration (DPSA) in mapping positions that are vulnerable to corruption in the Public Service and updating the toolkit and innovative tools on beneficial ownership and Politically Exposed Persons.

EXPECTED KEY RESULTS

1. An analysis of the data collected by the DPSA to map positions that are vulnerable to corruption is undertaken and developed into an analytical report.

2. A profile of high-risk positions in the public service (national and provincial departments) is produced.
3. A guide that outlines processes and mechanisms to mitigate corruption risks associated with high-risk positions is developed.
4. Update the toolkit and innovative tools on beneficial ownership and Politically Exposed Persons.

DATES AND DETAILS OF DELIVERABLES/PAYMENTS:

Deliverable	Output	Working Days	To be accomplished by (date)
A.	Undertake an analysis of the data collected by DPSA to map positions vulnerable to corruption and produce an analytical report of vulnerable positions.	15 Days	31 May 2023
B.	Produce a profile of high-risk positions in the public service	5 Days	31 May 2023
C.	Develop a guide that outlines processes and mechanisms to mitigate corruption risks associated with high-risk positions	10 Days	30 June 2023
D	Review and update the toolkit and innovative tools on beneficial ownership and Politically Exposed Persons	10 Days	31 August 2023

Payment will be made upon satisfactory completion and/or submission of outputs/deliverables.

PAYEMENTS

The consultant will receive remuneration relevant to their qualification, experience, and in line with UN financial rules and regulations. Remuneration will be released in three separate instalments subsequent to appointment of a successful candidate:

- The first instalment, amounting to 50% of the total cost of the contract will be released upon UNODC’s receipt and approval of analytical report and profile of high-risk positions.
- The 2nd and final instalment amounting to 50% of the total cost of the contract will be released upon receipt and UNODC approval of a final guide document.

INDICATORS TO EVALUATE THE CONSULTANT’S PERFORMANCE

All deliverables should meet the satisfaction of the UNODC **National Project Officer (Anti-corruption)** or any member of UNODC to whom the work is delegated according to the following indicators:

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

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED)

- Master’s degree in law, social sciences, economics or related field.
- Minimum of 10 years of relevant professional experience working on governance, financial transparency, anti-corruption, tax and law enforcement.
- Proven experience in research, data analytics and developing knowledge tools such as guidelines and toolkits.
- Proven ability to work well under pressure and meet strict deadlines; and
- Proficiency in verbal and written English Language.

APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents” to the UNODC-ROSAF Procurement at unodc-rosaf.procurement@un.org with the subject line “**IC-Mapping of Vulnerable Positions**” by 12 April 2023

- 1) Proposal
- 2) Cover letter explaining why they think they are the best candidate for this consultancy
- 3) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and **three contactable referees with validated email and contact numbers.**

Assessment: Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. **Short-listed** applicants may be required to undergo relevant skills tests and reference checks will be done.

For enquiries, please contact **Itumeleng MONGALE** by email at UNODC-ROSAF Procurement email.

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrika/en/consultancies-and-opportunities.html>

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.