

TERMS OF REFERENCE

Job Title:	National consultant to support the National Anticorruption Centre in UNCAC self-assessment process
Duty station:	Chisinau, Moldova
Reference to the project:	United Nations Convention on Anti-Corruption Self-Assessment - Moldova
Contract type:	Individual Contract (IC)
Starting date:	April 2013
Duration of assignment	up to 6 months

Job content

I. General background information on the context of the engagement

Article 63 of the United Nations Convention against Corruption (UNCAC) establishes a Conference of the States Parties with a mandate to, inter alia, promote and review the implementation of the Convention. In accordance with this, the Conference establishes, if it deems necessary, any appropriate mechanism or body to assist in the effective implementation of the Convention.

United Nations Convention on Anti-Corruption Self-Assessments seek to achieve a comparative analysis of the extent to which a country's national anti-corruption systems, notably its laws, regulations, policies, institutions and programs are complying with the requirements of UNCAC, both de jure and de facto. UNCAC has four main areas: prevention in Chapter II, criminalization and law enforcement in Chapter III, international cooperation in Chapter IV, and asset recovery in Chapter V.. UNCAC implementation by States parties will be reviewed in two successive five-year review cycles. Under this scheme, each State party to the Convention will review, and be reviewed by its peers, once every five years, Moldova being scheduled for 2013. The Self-Assessment Checklist, a computer-based application, requests countries to indicate whether they have complied with each provision of UNCAC and to provide or attach detailed information to substantiate their responses

The objective of the project is to strengthen the capacity of the National Anticorruption Center (NAC) – the Leading Agency, in conducting the UNCAC Self-Assessment process (Going Beyond the Minimum –GBM- Approach). This will be achieved through the provision of UNCAC self-assessment methodology and the facilitation of stakeholders' meetings with the input of a national consultant to be in charge with data collection and drafting of technical reports on behalf and under close coordination and supervision of the government-appointed secretariat. The Leading Agency will steer and coordinate the entire process, while the UNDP will have a supporting role to the Secretariat.

II. Phases of the assignment:

1. Initial stakeholder workshop to launch and plan the process. To launch the UNCAC Self-Assessment process, it is planned to bring together all relevant stakeholder groups at a public, participatory event. In this context, an initial stakeholder workshop will be convened to clarify the goal and scope of the UNCAC Self-Assessment, agree on the methodology, officially assign responsibilities and leadership, and establish rules of cooperation between all concerned parties. The workshop would identify a Team of Technical Experts, which will comprise professionals drawn from ministries, Parliament, national institutions, civil society, the private sector, and academia, who will actually undertake the review of national legislation and practices. The UNDP will facilitate the process through the national technical consultant and UNDP Regional Centre experts who will share their experience in supporting other countries' UNCAC review process.

2. Data collection:

a. Document gathering

Once the methodology and responsible parties are agreed upon, the Team of Technical Experts and the UNDP consultant will start collecting basic background information, including relevant laws, regulations, policies and previous assessments.

b. Stakeholder consultations

The data collection process will include consultations and discussions with government officials and specialists in various sectors including non-governmental actors such as civil society, academia and the private sector. UNDP will facilitate the consultations. The UNDP has a supporting role; it does not lead the process. The research agenda and data collection needs would be owned by the government-appointed people.

3. Analysis and drafting of the reports. UNCAC Self-Assessment Report will collate the country's detailed responses to each substantive article of the Convention. Following stakeholder consultations, the Team of Technical Experts will finalize the inputs to the Self-Assessment Checklist and generate the UNCAC Self-Assessment Report. UNDP consultant will provide the technical assistance to support the Team of Technical Experts to elaborate it.

4. Validation workshop and finalization of the reports. The final Validation Workshop should be held with the same group of participants that attended the initial Stakeholder Workshop. SCPC should provide the participants with drafts of the Self-Assessment Report and the Summary Report in advance, so they can prepare adequately for the meeting. During the Validation Workshop, the draft reports should be presented and the results discussed. The workshop should result in the validation and endorsement of the stakeholders.

5. Publication and dissemination of the reports. The products of the UNCAC Self-Assessment process should be discussed and disseminated to all relevant stakeholders. The project will also support the publication and dissemination of the UNCAC self-assessment report. A press conference may be organized to launch the report. UNDP will ensure the translation and publication of the final Self-Assessment products. These activities will be also coordinated by the consultant.

III. Objective of the assignment, scope of work and specific tasks:

The objective of the assignment is to support the National Anticorruption Centre (NAC) (the lead institution on UNCEC self-assessment) in conducting the UNCAC Self-Assessment process (Going Beyond the Minimum–GBM Approach).

The Consultant will be responsible for providing all necessary **logistical, technical and analytical support** to the NAC in:

- Organizing/facilitating the initial and validation workshops (drafting the list of participants, sending invitations, minutes taking, etc.);
- Collecting basic background information, including relevant laws, regulations, policies and previous assessments together with the Team of Technical Experts identified;
- Organizing/facilitating the stakeholders meetings which include consultations and discussions with government officials and specialists in various sectors including non-governmental actors such as civil society, academia and the private sector;
- Supporting the Team of Technical Experts in the completion of Self-Assessment Checklist and elaboration of the UNCAC Self-Assessment Report;
- Printing and disseminating the UNCAC self-assessment report (in both English and Romanian languages) to all stakeholders that participated in the process of UNCAC Self-Assessment and other relevant stakeholders.

IV. Deliverables & timing

No	Deliverable/milestone	Indicative timeframe
1.	Initial stakeholders' workshop; Team of Technical Experts (TTE) established & UNDP GBM methodology presented.	April 2013
2.	Data collection: documentation and stakeholders consultations/on-site visits	April – May 2013
3.	Analysis and drafting of the reports: Data entered into the UNCAC Self-Assessment Checklist computer-based tool; Drafts of UNCAC Self-Assessment Report and Summary Reports	June 2013
4.	Validation workshop and finalization of the reports	July 2013
5.	Publication and dissemination of the reports	September 2013

V. Management Arrangements:

The Consultant will report to the UNDP Democratic Governance, Justice & Human Rights Portfolio Manager and will work in close coordination/supervision with the NAC UNCAC self-assessment focal point.

VI. Contract duration:

The Consultant will be contracted under Individual Contract (IC) for up to six months. The tentative start date of the contract will be beginning of April 2013.

VII. Qualifications and skills required:

- Master's Degree in law, social, political or administrative sciences or other relevant field or University Degree with 3 years of relevant experience;

- At least 3 years of work experience in public administration, justice and/or anti-corruption field; direct experience in the anti-corruption work will represent a strong advantage;
- Excellent drafting skills and proven ability to produce quality documents/reports (at least 2 relevant reports previously elaborated or co-authored)
- Excellent knowledge of the Moldovan anti-corruption framework (institutions and stakeholders) and justice system.
- Excellent communication skills, demonstrated ability to establish partnerships, facilitate/conduct meetings, workshops, etc.;
- Ability to communicate with a wide range of stakeholders, including government and local administration officials, UNDP specialists, companies and the civil society;
- Excellent knowledge (spoken and written) of Romanian and English languages.

VIII. Payment

The Local Consultant will be issued an Individual Contract (IC) by UNDP. Payments will be made upon certification by the UNDP Portfolio Manager on the delivery of services to the required standards of quality and within the expected timeframe, in accordance with UNDP rules and procedures.