



TERMS OF REFERENCE FOR INDIVIDUAL EXPERT

Post Title:	RDA Anti-corruption Expert
Duty Station:	Severodonetsk
Expected Places of Travel:	Within Luhansk oblasts
Supervisor's Title:	Local Governance and Decentralisation Reform Component manager
Starting Date of Assignment:	01 July 2017
Duration of Assignment:	6 months
Administrative Arrangement:	Working space and computer will be provided by the Regional Development Agency.
Selection Method:	Competitive recruitment

Background

In 2016, Regional Development Agencies (RDAs) were established in Donetsk and Luhansk oblasts. Existing political will on the regional level is a window of opportunity to introduce better, more effective practices of governance including the management of regional development and recovery funds. The RDAs will assist in the promotion of the oblasts, on cooperation inside the oblast and between regions, the attraction of investments and funds, the improvement of the investment climate as well as to channel and provide information and services. They will also engage in wider networking, partnerships with public and private sectors, and build a pool of in-house and external capacities with partners to accomplish the development tasks. The RDA is designed as an independent non-profit agency (ustanova) and is governed by a Supervisory Board that includes representatives of the Oblast Administration, as well as representatives of civil society and international partners. The procurement and other related operations require the highest possible level of integrity in the utilization of the resources, and very carefully designed business processes to ensure integrity.

Against this context, UNDP has provided technical assistance to the Regional Development Agencies in Donetsk and Luhansk oblasts to develop a comprehensive "Operational Principles and Policy Guidelines" for more transparency in their business processes, based in international best practices. The Guidelines are intended to set standards and provide practical support to the RDA officials directly involved in the operational activities. The Guidelines also are intended to help in understanding the business processes and to achieve uniformity of actions in the implementation of projects and all administrative and financial actions. Business Processes are being developed for the RDAs in the following areas of management: 1. Financial management and reporting; 2. Procurement and asset management; 3. Human Resource

management; and 4. Office management and administration. Training manuals for these business processes are being developed and training will be conducted to establish the capacity of permanent and short-term personnel of the RDAs of Donetsk and Luhansk oblasts.

1. Main Objectives of the Assignment

The main objective of the assignment is to establish the function of anti-corruption in the RDA, in accordance with the Operational Guidelines and business processes of the RDA; and to conduct anti-corruption activities for a short-term period sufficient to fully establish the functions and practices of anti-corruption in the various departments and operations of the RDA, and identify any areas for improvement or further development to ensure the RDA operates with integrity, transparency and accountability.

2. Description of Responsibilities / Scope of Work

The Anti-corruption Expert (hereinafter “Expert”) ensures effective tools to prevent corruption are in place for the RDA, including detection and reporting of fraud and abuse, posting and access to relevant information by the public, and participation with civil society organizations and citizens groups to monitor and ensure transparency and accountability of RDA activities and operations. The Anti-corruption Expert supports the RDA for independent anti-corruption evaluations and promotes a collaborative, and results-oriented approach in the team.

The Anti-corruption Expert will focus on the following areas:

- Develop tools to prevent corruption in the following key areas of RDA operations: procurement; budget and finance; project management; other areas of general administration and management.
- Develop information products and procedures to make relevant RDA information available to the public on websites and as especially requested;
- Establish working modalities with local non-governmental organizations and citizens groups for purposes of monitoring RDA projects and initiatives.
- Report to the Executive Director and to the Supervisory Board, together and separately, on matters of anti-corruption.

Specific responsibilities:

- a) Working with the relevant RDA departments, develop tools to prevent corruption in: procurement; budget and finance; project management; other areas of general administration and management.
- b) Provide technical advice on anti-corruption to the departments and experts of the RDA;
- c) Train relevant RDA personnel and experts on principles of integrity and anti-corruption and all of the tools to prevent corruption;
- d) Develop Standard Operating Procedures (SOPs) and templates for reporting on anti-corruption, including: regular anti-corruption reports to RDA management and the Supervisory Board; specific interim and end-of-project reports for the various stakeholders and sources of funding for RDA projects; special reporting of fraud, abuse and suspected criminal activity to the appropriate administrative and judicial authorities;
- e) Train relevant RDA personnel and experts in the SOPs for anti-corruption;

- f) Ensure the collection of data and information on a timely basis from the RDA departments and projects in order to prepare anti-corruption reports;
- g) Working with local non-governmental organizations and citizens groups, develop modalities for monitoring of RDA projects and activities to ensure transparency and accountability;
- h) Implement anti-corruption monitoring during the contract period.
- i) Prepare anti-corruption reports during the contract period.

The contract will be implemented in Luhansk oblast government-controlled territories.

3. Deliverables

№	Deliverables	Deadlines
1	<ul style="list-style-type: none"> • Launching meeting with the RDA and UNDP; • In coordination with the Executive Director and other personnel of the RDA, assessment of the current status of RDA operations with regard to anti-corruption; • Analysis of the Operations Guidelines for the RDA and identification of key tasks relevant to the area of the TORs; • First report with description of all fulfilled tasks prepared and submitted. 	Within 1 month after the starting date of the assignment.
2	<ul style="list-style-type: none"> • Tools to prevent corruption in: procurement; budget and finance; project management; other areas of general administration and management. • Report on technical advice on anti-corruption provided to the departments and experts of the RDA; • Development of an Action Plan, including goals, targets, actions and timelines to improve work flows and business processes for anti-corruption, in consultation with the Executive Director of the RDA and UNDP; • Second report with description of all fulfilled tasks prepared and submitted. 	Within 2 months after the starting date of the assignment.
3	<ul style="list-style-type: none"> • Report on training of relevant RDA personnel and experts on principles of integrity and anti-corruption and all of the tools to prevent corruption; • Standard Operating Procedures (SOPs) and templates for reporting on anti-corruption, including: regular anti-corruption reports to RDA management and the Supervisory Board; specific interim and end-of-project reports for the various stakeholders and sources of funding for RDA projects; special reporting of fraud, abuse and suspected criminal activity to the appropriate administrative and judicial authorities; • Participation in trainings provided by the UNDP service provider on RDAs and report on learning from the trainings; 	Within 3 months after the starting date of the assignment.
4	<ul style="list-style-type: none"> • Report on training of relevant RDA personnel and experts in the SOPs for anti-corruption; • Report on the collection of data and information on a timely 	Within 4 months after the starting date of the

	<p>basis from the RDA departments and projects in order to prepare anti-corruption reports;</p> <ul style="list-style-type: none"> • Reports and interim reports on anti-corruption. 	assignment.
5	<ul style="list-style-type: none"> • Report on modalities for monitoring of RDA projects and activities to ensure transparency and accountability, developed with local non-governmental organizations and citizens groups; • Report on Implementation of anti-corruption monitoring during the contract period; • Reports and interim reports on anti-corruption. 	Within 5 months after the starting date of the assignment.
6	<ul style="list-style-type: none"> • Final report with description of all fulfilled tasks and recommendations on further activities. 	Within 6 months after the starting date of the assignment.

4. Proposed payment schedule

RDA will pay the negotiated amount in six equal tranches according to the schedule of deliverables, above.

The payments will be paid upon the full completion and acceptance of contractual obligations whereupon the Executive Director of the RDA accepts the draft deliverables report and UNDP accepts the final deliverables report.

5. Monitoring/Reporting Requirements

The Expert will report on a daily basis to the Executive Director of the RDA, and will work under the overall supervision of the UNDP Local Governance and Decentralisation Reform Component manager. The Expert will work closely with the UNDP international advisor to the RDA on the development of guidelines and templates for anti-corruption.

The Expert will submit deliverables reports as indicated in the table of deliverables, above. The final report at the end of the assignment should include the achievements, lessons learned, and recommendations for further actions.

6. Experience and Qualifications Requirements

Qualifications

- Higher university Degree (minimum requirement - Master's degree) in Public or Business Administration, Economics, Finance or related field;
- At least 3 years of proven experience in the field of anti-corruption;
- At least 1 year of experience of working in or with government structures, civil society organizations or international organizations;
- Fluency in Ukrainian and Russian working knowledge of English language. Knowledge of other European languages will be an asset
- Experience of working with international development agencies and organizations

Competencies

- Ability to build good relations with partners, focus on impact of the project and positive respond to feedback;
- Good managerial, administrative, planning, analytical and written skills;
- Good communication skills;

- Initiative and ability to work independently as well as in a team;
- Excellent usage of computer and office software packages.

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

7.Documents to be Included when Submitting the Proposals

Applicants shall submit the following documents:

- Personal CV, including information about past experience in similar projects / assignments and contact details for referees.
- Financial proposal

8.Financial Proposal

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

9.Evaluation criteria

- Educational background – 15 points max
{10 pts – Master's degree; 15 pts – Post-graduate degree };
- Proven experience in the field of anti-corruption – 30 points max
{30 pts – 6 years and more; 20 pts – from 5 to 6 years; 10 pts –from 3 to 5 years};
- Proven experience of working in or with government structures, civil society organizations or international organization – 15 points max
{15 pts – from 2 years and more; 10 pts - from 1 to 2 years};
- Working knowledge of other European languages - 10 points max
{10 pts – Working knowledge European languages other than English }
- Experience of working with international development agencies and organizations - 15 points max
{15 pts – 3 years and more; 10 pts - from 1 to 2 years }
- Experience in development and implementation anti-corruption policy and procedures for civil society organizations – 15 points max
{15 pts – 3 years and more; 10 pts - from 1 to 2 years}

Maximum available technical score - 100 points.

EVALUATION METHOD:

Cumulative analysis

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative 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%

Only candidates obtaining a minimum 70% from the maximum available technical score would be considered for the Financial Evaluation.

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:

30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract.

Technical Evaluation Forms:

Form 1. Experience of the candidate submitting the proposal (P11 form)

Form 2. Financial proposal

Prepared by _____

Approved by _____

Approved by _____