

OPEN CALL FOR APPLICATIONS

Consultancy title:	Anti-corruption Expert with specific expertise in monitoring and evaluation (M&E)
Duty Station:	Home-based with travel to beneficiary jurisdictions
Language:	English
Eligibility:	Individual consultants or consortia
Contract type:	Services Agreement
Estimated no. of workdays:	20
Contract Maximum Value:	8.000 EUR
Application deadline:	March 21, 2021
Starting date:	May 1, 2021
Ending date:	October, 31, 2023
Applications to be submitted to	vacancy@rai-see.org (please indicate the position you are applying for in the email subject line)

1. BACKGROUND AND JUSTIFICATION

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and three observers: Poland, Georgia and Slovenia.

RAI's mission is to lead regional cooperation to support anti-corruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to help curb corruption in the SEE.

RAI Secretariat is based in Sarajevo and it is the executive body of the Initiative. It facilitates regional cooperation and efforts in curbing corruption in SEE by building on existing actions, through better coordination of all efforts, and by relying on high level political commitment.

RAI and the United Nations Office on Drugs and Crime (UNODC) commenced implementation of a 3-year regional project titled "Southeast Europe - Together Against Corruption" (hereinafter: SEE-TAC), funded by the Austrian Development Cooperation (ADC), represented by the Austrian Development Agency (ADA). The project implementation period is November 1,

2020 - October 31, 2023. SEE TAC focuses on Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia. The participation of Croatia, Bulgaria and Romania will be considered based on their relevant institutional priorities and needs.

The project builds upon the SEE Regional Programme on Strengthening the Capacity of Anticorruption Authorities and Civil Society to Combat Corruption and Contribute to the UNCAC Review Process (hereinafter: the Phase I), implemented in the 2015-2020 period, funded by ADA. The SEE-TAC resumes on the previous Programme phase, by acknowledging the level of implementation of outcomes and outputs and achievement of the results, with the special attention being given to follow-on activities to ensure the momentum gained in implementation of the previous phase is sustained.

During the Phase I, RAI experts developed national corruption risk assessment (CRA) methodologies for Bosnia and Herzegovina (BiH), Montenegro and North Macedonia, and trainings were carried out in each of these jurisdictions. Legal opinions on national methodologies were provided for BiH, Moldova, Montenegro and North Macedonia, to support the introduction of the concept of CRA into the national legislative framework and/or administrative practice. An IT solution for the digitalization of CRA was developed, tested and deployed at the beneficiaries' infrastructure, for two institutions in BiH (Agency for Prevention of Corruption and Co-ordination of Fight against Corruption and High Judicial and Prosecutorial Council).

Furthermore, RAI experts developed national corruption proofing of legislation (CPL) methodologies for Bosnia and Herzegovina (BiH), Kosovo* and Montenegro. At the end of Phase I, four jurisdictions were implementing the CPL mechanism (Moldova, Montenegro, North Macedonia and Serbia). Legal opinions on national methodologies were provided for Albania, Moldova and Serbia and trainings were carried out in BiH, Kosovo*, Montenegro and North Macedonia. An IT solution for the digitalization of CPL was developed and rolled out for BiH and Montenegro. Through the general support in implementing the CRA and CPL mechanisms in the Phase I, the sectoral approach was identified as an appropriate method for strengthening the implementation of these mechanisms in targeted jurisdictions, identified through the SEE regional consultation and consensus among the beneficiaries, facilitated by RAI.

For further details on the preceding activities on development of the CRA and CPL mechanisms in the SEE through the Phase I, please consult the [Final Evaluation Report of the Programme \(Phase I\)](#).

The overall project goal is to contribute to strengthened resilience of the SEE societies to corruption, harmonized by strengthening the capacity of governments, civil society organizations (CSOs), the private sector (PS) and the media to prevent and fight corruption.

To achieve the project goal, the Programme is designed to deliver six results (outcomes). By the end of the Programme, it is expected that targeted jurisdictions will have strengthened their corruption risk assessment (1) and corruption proofing of legislation mechanisms (2); that the regional framework for cooperation on data exchange in asset disclosure will be fully operational (3); that the general public in the region is better informed about prevention of corruption and the work of relevant entities (4); that CSOs and other relevant stakeholders will have increased and furthered their capacities, knowledge and engagement on UNCAC

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

implementation (5) and that CSOs, SMEs Chambers of Commerce have enhanced their knowledge and cooperation in the areas of collective action and compliance (6). Direct beneficiaries of the Programme are the representatives of national ministries and anti-corruption agencies, civil society, private sector and relevant partner umbrella organizations, such as the SELDI network and the UNCAC Coalition.

In addition to the current and the preceding Regional Programme, RAI Secretariat developed and issued the “[Monitoring and Evaluation of the Implementation of National Anti-Corruption Strategies and Action Plans](#)” in 2015. This Methodology seeks to enable policy makers to establish efficient monitoring and evaluation mechanisms, so as to get the best from an implementation process. The process of delivery of the Assignment described in this ToR should take into consideration the above Methodology, and provide the relevant institutions with assessment approach that is easy to integrate in the overall anti-corruption monitoring processes.

2. ASSIGNMENT

The Anti-corruption Expert with specific expertise in monitoring and evaluation (Hereinafter: the M&E Expert) will provide expert support to RAI Secretariat in development and implementation of tailor-made methodologies (including a set of indicators) for assessing the effectiveness of the CRA and CPL mechanisms in the targeted jurisdictions. The expert is expected to produce two methodologies: (1) CRA Assessment Methodology and (2) CPL Assessment Methodology. Methodologies should be applicable in all targeted jurisdictions, as well as in additional targeted jurisdictions and other RAI member states which implement the CRA and CPL mechanisms.

The targeted jurisdictions are: Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia.

Methodologies should provide the relevant anti-corruption bodies in targeted jurisdictions with easy-to-use assessment guidelines inclusive of a set of standardized indicators for CRA and CPL mechanisms, respectively. These methodologies (inclusive of sets of indicators) should allow the relevant anti-corruption bodies to measure effectiveness of CRA & CPL mechanisms and to better understand how effective these anti-corruption measures are in curbing corruption.

Following development of the above-mentioned methodologies, the M&E Expert will develop training materials and deliver a regional capacity building exercise (single event) focusing on monitoring and impact assessment of implementation of the CRA and CPL mechanisms. This capacity building, alongside with materials and the methodologies will provide the beneficiaries with knowledge and tools needed for continual monitoring and evaluation of effectiveness of the CRA and CPL mechanisms.

Subsequent to delivery of the capacity building event, the M&E expert will be asked to provide (home-based) advice and support to the national authorities in performing the impact assessment and setting up for the implementation of the CRA and CPL impact assessment methodologies.

M&E Expert’s deliverables will complement the ones of the Anti-Corruption Expert with specific expertise in CRA, the Anti-Corruption Expert with specific expertise CPL, both in charge with the development of sector-focused guidance with checklists and tailor-made capacity building exercises. The indicated experts will provide inputs to the M&E Expert for

development the CRA and CPL mechanisms impact assessment methodology. Additionally, deliverables of the M&E Expert will feed into development of the functional specification for the upgrade of CRA and CPL IT tools.

All written deliverables developed in the course of the Programme will be gender mainstreamed. Beneficiaries, governments or CSOs, will be encouraged to adopt a gender aware approach.

Under this Services Agreement, through developing and implementing a methodology for monitoring and impact assessment of CPL and CRA mechanisms the expert will contribute to the following outcomes, with subsequent outputs:

Outcome 1: Targeted jurisdictions have strengthened their corruption risk assessment (CRA) mechanisms

Output 1.1: Sector-specific approach in corruption risk assessment implemented

Outcome 2: The beneficiary countries have strengthened their capacities for corruption proofing of legislation (CPL) mechanisms

Output 2.1: Sector-specific approach in corruption proofing of legislation implemented

3. ACTIVITIES AND TIMEFRAME

Although the Regional Programme Outcomes are set, activities will be adjusted based on regional circumstances, beneficiary responsiveness, and methodologies applied.

The Expert will be expected to complete the below tasks with the assigned tentative number of consultancy days and in line with the tentative timeframe:

Tasks	Est. number of days	Tentative timeframe
PHASE I		
Develop methodology (including a set of indicators) for impact assessment of implementation of the CRA mechanisms in four priority jurisdictions	6	June 2021-March 2022
Develop methodology (including a set of indicators) for impact assessment of implementation of the CPL mechanisms in five priority jurisdictions	6	June 2021-March 2022
PHASE II		
Prepare training material and deliver the regional capacity building exercise focusing on monitoring and impact assessment of implementation of the CRA and CPL mechanisms	3	April-September 2022

PHASE III		
Support national authorities in performing the impact assessment of the CRA and CPL mechanisms based on the provided methodologies	5	January-December 2023

4. SUPERVISION, REPORTING AND QUALITY CONTROL

The Expert will operate under the overall supervision of the Head of RAI Secretariat and the immediate supervision of the Senior Anti-corruption Advisor. The Expert is expected to closely cooperate with Chief Finance and Operations Officer and Chief Programme and Communications Officer in order to ensure compliance with RAI and donor rules and regulations.

All deliverables should be submitted to the Senior Anti-corruption Advisor. The deliverables should be written in English in a concise and user-friendly language. Deliverables must be gender mainstreamed.

The Expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the deliverables comply with the above requirements and meet adequate quality standards before sending them to RAI Secretariat. The quality control should ensure consistency and coherence between findings and recommendations. It should also ensure that findings reported are duly substantiated and that solutions are supported by relevant judgment criteria.

5. LOCATION AND PERIOD OF ASSIGNMENT

The Expert will be home-based and travel for purposes of stakeholder consultations and capacity building, once and if restrictions caused by the outbreak of COVID-19 are lifted. It is expected that the selected expert is engaged as soon as possible, not later than June 1, 2021. The Services Agreement shall be signed for the period until October 31, 2023.

6. BUDGET AND OTHER ARRANGEMENTS

The maximum value of the Services Agreement is EUR 8,000.00, encompassing a maximum of 20 consultancy days. The gross daily rate offered is EUR 400.00.

In addition to the above amount, RAI Secretariat shall organize and provide the following:

- Organize and cover for travel expenses related to implementation of above listed activities;
- Organize and cover for accommodation related to implementation of above listed activities;
- Organize and cover for, or reimburse for expenses related to meals when on official missions related to implementation of above listed activities;
- Organize and cover for, or reimburse for expenses related to local transportation when on official missions related to implementation of above listed activities;
- Provide simultaneous/consecutive interpretation, as needed for implementation of the above listed activities;
- Provide written translation, as needed for implementation of the above listed activities.

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

University degree in social sciences is required (alternatively Bachelor's degree in public administration, economics or a similar field supported by relevant experience in M&E, impact assessment and research).

II. Experience and skills:

- At least 3 years of professional experience in anti-corruption (preferably in the area of transparent rules and procedures in the public sector, such as CRA and CPL);
- At least 3 years of professional experience in monitoring and evaluation;
- Demonstrated experience in performing impact assessment exercises, developing methodologies and indicators for assessing the effectiveness of good governance;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region;
- Expert-level experience working with international organizations or bodies with anti-corruption competences;
- Demonstrated experience in the development of training materials and educational tools, as well as in the delivery of training and assessing the impact of the trainings;
- Demonstrated analytical skills for producing clearly formulated and well-argued assessments, reports or similar papers;
- Familiarity with the political, social, economic and security landscape in South East Europe;
- Fluency in English is required. Knowledge of other language(s) of the region will be considered an advantage.

III. Values:

- Demonstrates integrity, fairness and high ethical standards.
- Demonstrates professional competency and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Displays sensitivity and adaptability to culture, gender, nationality, race, religion and age.

IV. Competencies:

- Ability to develop and maintain partnerships, internally and outside the organization;
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Have strong organizational skills and be capable of initiative and innovation;
- Work well independently and in teams to achieve collective goals through active participation;
- Ability to integrate gender mainstreaming and human rights policies.

8. APPLICATION REQUIREMENTS

Eligibility – Individual consultants or consortia. Consortium – a group of two or more physical persons or a legal entity represented by a group of individuals.

Interested applicants must submit the following documents/information in English to demonstrate their qualifications:

- Curriculum Vitae (CV),
- Cover Letter stating how applicant's experience and competencies match those required by the Open Call, and
- Information on availability/commencement date.

9. EVALUATION OF APPLICATIONS

RAI applies a fair and transparent selection process that takes into account both the technical qualification of the potential consultants as well as the performance at the interview. Candidate applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's education, qualifications and experience. The contract will be offered to the applicant whose offer has been evaluated and determined as: responsive/compliant/acceptable, and having received the highest score during the evaluation based on the criteria defined below.

Top 3 candidates (with highest number of points in the technical evaluation) will be invited for an interview.

Evaluation criteria

Technical evaluation (documents-based) – 60%:

- Education – qualifying criteria (no points to be allocated);
- At least 3 years of professional experience in anti-corruption - (no points to be allocated);
- At least 3 years of professional experience in monitoring and evaluation (no points to be allocated);
- Demonstrated experience in performing impact assessment exercises, developing methodologies and indicators for assessing the effectiveness of good governance - 25%;
- Knowledge of CPL and CRA concepts – 10%
- Demonstrated experience in the development of training materials and educational tools, as well as in the delivery of training and assessing the impact of the trainings - 10%;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region - 10%;
- Demonstrated analytical skills for producing clearly formulated and well-argued assessments reports or similar papers - 5%;

Interview – 40%.

10. HOW TO APPLY

Potential applicants may send in questions. Questions shall be sent in English no later than five (5) days before the submission deadline to vacancy@rai-see.org. Answers will be provided no later than three (3) days before the deadline for submission. All questions received and related answers will be published on the RAI website in order to give a fair, transparent and equal treatment to all Applicants. Information on senders will not be disclosed.

Full applications with supporting documents shall be sent by midnight of March 21, 2021 (23:59 CET) by email to RAI Secretariat (vacancy@rai-see.org).

Consultancy Title needs to be indicated in the email subject line.

Late and incomplete applications will not be taken into consideration. Only the candidates who are shortlisted for an interview will be notified.

RAI is committed to achieving workforce diversity in terms of gender, nationality and culture. Qualified women, individuals from minority groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Annex 1

Statement of Exclusion

As part of their application each legal entity must submit a signed declaration using this format

We have examined and accept in full the content of the dossier for Open Call Title.

We hereby accept its provisions in their entirety, without reservation or restriction.

This application is valid for a period of < ... >days from the final date for submission of tenders.

We are not in any of the situations excluding us from participating in procurement procedure, namely;

- we are not bankrupt or being wound up, or having our affairs administered by the courts, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- we have not been convicted of an offence concerning our professional conduct by a judgment of a competent authority;
- we have fulfilled obligations relating to the payment of social security contributions and the payment of taxes
- we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity.

If required, we can provide the proof usual under the law of the country in which we are established that we do not fall into these exclusion situations.

LEGAL ENTITY AUTHORIZED REPRESENTATIVE

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