



REGIONAL ANTI-CORRUPTION INITIATIVE

**Guide for Roster  
of Pre-vetted Experts in the Area of Anti-corruption**

## Table of Contents

|      |                                                       |   |
|------|-------------------------------------------------------|---|
| 1.   | BACKGROUND.....                                       | 2 |
| 2.   | GENERAL PRINCIPLES.....                               | 2 |
| 2.1  | Definitions of Key Terms.....                         | 3 |
| 3.   | PLACE OF DELIVERY.....                                | 3 |
| 4.   | DUTIES AND RESPONSIBILITIES OF THE EXPERTS.....       | 3 |
| 5.   | CONTRACTING ARRANGEMENTS.....                         | 4 |
| 6.   | EXPIRY DATE OF THE LIST.....                          | 4 |
| 7.   | DESCRIPTION OF THE PROCEDURE.....                     | 4 |
| 8.   | PROTECTION OF PERSONAL DATA.....                      | 5 |
| 9.   | CRITERIA FOR REMOVAL.....                             | 5 |
| 10.  | LIST OF FIELDS OF EXPERTISE COVERED BY THIS CALL..... | 5 |
| 11.  | REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS.....   | 6 |
| 12.  | APPLICATION REQUIREMENTS.....                         | 7 |
| 13.  | EVALUATION OF APPLICATIONS.....                       | 8 |
| 13.1 | Evaluation methodology.....                           | 8 |
| 14.  | APPLICATION PROCEDURE.....                            | 8 |
| 15.  | DEADLINE FOR APPLICATIONS.....                        | 8 |

## **1. BACKGROUND**

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization which deals solely with anti-corruption issues and with a mission to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. It is 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. Kosovo\* institutions are the beneficiary of RAI activities.

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 Secretariat frequently engages independent experts from different fields to provide expertise on specific projects and programmes.

## **2. GENERAL PRINCIPLES**

The main purpose of establishing a Roster of pre-vetted experts (hereafter: the Roster), is to facilitate the process of identification of possible trainers and experts (Senior and Junior) for a given topic or specific area of expertise for the needs of RAI Secretariat or at a request of its members or partners.

The Roster is established to facilitate the appointment of experts for a particular short-term assignment of a project or consultancy, under individual service contract and for pay, which includes an expert fee and other assignment-related expenses.

This Guide regulates the main rules and principles of the Application process, conditions and the procedure for enrolment to the Roster, determines criteria against which Applicants will be evaluated, along with the Call for Roster of pre-vetted experts, maintenance and update of the Roster, appointment of experts for particular assignments for the need of particular project or consultancy.

Applicants will be assessed on the basis of their capacity to fulfil the tasks set out in this call and in accordance with the principles of non-discrimination and equal treatment.

Experts will be selected from the list by rotation and in a balanced manner with regard to geographical and gender representativeness, while paying due attention to the specific tasks to be assigned and the necessary linguistic requirements, as well as to the absence of conflict of interest.

Inclusion in the list entails no obligation on the part of the contracting authority for assigning specific tasks and/or awarding a contract to an expert.

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\* 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.

## **2.1 Definitions of Key Terms**

### Expert

An expert is a physical person who is a recognized authority or a specialist in a specific field, engaged as a consultant to deliver the expert service required by the RAI Secretariat.

### Senior Expert

An expert that has a minimum of 5 years relevant professional experience in the field(s).

### Junior Expert

An expert that has a minimum of 3 years relevant professional experience in the field(s).

### Pre-vetted

Pre-vetted are those experts who expressed their interest in being considered for future consultancy opportunities with RAI who have undergone an evaluation by the RAI Secretariat Evaluation Committee.

### The assignment

The assignment will correspond to the specified expertise required either by the RAI Secretariat or by one of its partner(s). Relevant pre-vetted expert(s) will be contacted with the offer to complete the specified assignment and if terms of engagement are agreed by both parties, the contract for the specified assignment will be concluded.

An experts' engagement is not considered an employment, as prescribed in the RAI Office Policies Manual.

### Removal from the Roster

An expert will be removed from the Roster due to dishonesty, failure to deliver in his or her previous assignments contracted by RAI or for reasons of his/her permanent unavailability.

## **3. PLACE OF DELIVERY**

The services of the experts are to be provided mainly within the RAI Member States. However, work may also be carried out at other locations if necessary. The expert engagement may be home-based or it may require travel as a part of the assignment.

## **4. DUTIES AND RESPONSIBILITIES OF THE EXPERTS**

Experts enrolled in the Roster will be expected to provide the services of the highest quality and to the highest professional standard. In parallel, the expert enrolled in the Roster will have to fulfil the specific obligations negotiated in the individual contract with RAI or its partners.

Experts enrolled in the Roster bear individual responsibility for the quality of services rendered.

Experts enrolled in the Roster shall inform RAI Secretariat about any subsequent changes to the information provided in their application, as well as about their availability for potential assignments.

## **5. CONTRACTING ARRANGEMENTS**

Experts enrolled in the Roster will be contacted when opportunities for professional engagement arise. Experts will be contacted directly by the RAI Secretariat using the email address provided in their Application, when RAI Secretariat or one of its partners require specific expertise.

Enrolment into the Roster does not guarantee the offer of the contract.

Detailed terms of reference describing the work to be performed will be prepared for each individual assignment. The terms of reference shall include functions to be performed and deliverables. The outputs and functions shall be specific, measurable, attainable, result-based and time-bound.

Conditions of a particular assignment, including the financial proposal may be negotiable. Each contract will include the following elements: terms of reference, travel requirements and schedule (if any), the maximum number of work days and the planned calendar. Each contract will enter into force once it has been signed by both parties.

For particular assignments, experts might be invited to submit the proposed methodology and the financial offer.

If the assigned expert does not accept the engagement, another relevant expert from the Roster will be offered the assignment, if relevant.

Experts enrolled in the Roster will be evaluated against the criteria set forth in individual contracts. Evaluation information from individual assignments will be kept in Expert's personal file and used for the needs of the RAI evaluation processes.

## **6. EXPIRY DATE OF THE LIST**

The list resulting from this call for roster will be valid for 4 years from conclusion of this notice. Membership beyond the 4-year period must be renewed through a new application process - with the update of the relevant information at any time prior to the last 3 months of validity of the list.

## **7. DESCRIPTION OF THE PROCEDURE**

Submitted applications will be reviewed by the RAI Secretariat who will conduct the procedure for the selection and evaluation of experts to be enrolled in the Roster.

The Evaluation Committee will draw up a list of experts who meet the criteria set out in point 11. A selection procedure will be carried every two years. All applicants will be informed of the results of the selection procedure.

Once included in the Roster, a pre-vetted expert can be selected for individual assignments corresponding to the RAI Secretariat's needs or the needs of RAI members or partners.

Based on submitted applications for the Roster, RAI Secretariat will establish and maintain the database of experts. The database will be regularly updated with new information provided by experts and with experts' performance evaluations from individual assignments contracted through the Roster.

## **8. PROTECTION OF PERSONAL DATA**

When applying for roster, applicants/experts should provide RAI with consent for sharing their professional information with third parties. Personal data included in applications (such as name, addresses and CV) submitted in reply to this call, are necessary and will be processed and used solely for the purposes of this call.

The Roster of experts is in the public domain and is published on the RAI Secretariat website.

## **9. CRITERIA FOR REMOVAL**

The removal of an expert from the Roster will be considered in the following cases:

- if a statement provided by the expert in his/her Application is false, or
- if the expert becomes permanently unavailable for the engagement on assignments, or
- if the expert receives an unsatisfactory evaluation for the previous assignment contracted by RAI.

## **10. LIST OF FIELDS OF EXPERTISE COVERED BY THIS CALL**

RAI Secretariat, in accordance with its Work Plan and needs, seeks the expertise in the following areas:

1. Strategic development and planning of anti-corruption strategies and action plans
2. Monitoring, evaluation, reporting
3. Corruption risk assessment
4. Corruption proofing of legislation
5. Ethics and integrity in the public sector and specific areas (security sector, judiciary, public administration)
6. Ethics and integrity in private sector/ business integrity
7. Conflict of interest
8. Whistleblowing
9. Political party funding

10. Corruption in certain fields of public sector (sport, education, health, security sector, judiciary, public administration, etc.)
11. Corruption in public procurement
12. Surveys on perception of corruption
13. Investigation, prosecution, adjudication of organized crime, corruption and money laundering
14. Financial investigation, forensic accounting, asset recovery, confiscation
15. Other fields relevant to the fight against corruption (e.g. transparency, personal data protection, good governance and similar)
16. Fields relevant for organizational development
  - a. Human Resources Planning and Management
  - b. Organizational Development
  - c. Gender Mainstreaming

Experts may apply to the Roster for a single or multiple area of expertise.

## **11. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Applicants to be included in the list of experts shall be selected on the basis of their professional and technical capacity to perform the tasks described in this call according to the following criteria which constitute the minimum requirements for assessing an application:

### **a) Education**

- University degree in Law, Criminal Justice, Political Science, Security studies, Social Sciences, International Relations or other specific area of expertise for which the expert is applying;
- Advanced university degree is preferred for all senior expert assignments.

### **b) Work Experience and Skills**

- For Senior experts: at least 5 years of demonstrable, in-depth work experience in the required field or fields of expertise;
- For Junior experts: at least 3 years of demonstrable, in-depth work experience in the required field or fields of expertise;
- Professional experience with international organizations or bodies with anti-corruption competences;
- Solid knowledge of international anti-corruption standards;
- Theoretical and practical experience in designing, implementing, and/or monitoring and evaluating interventions with specific focus on the selected expert area;
- Substantive and technical experience in inter-agency coordination, experience working with governments and civil society organisations;
- Experience in capacity development and training (not mandatory);
- Excellent and demonstrable drafting and formulation skills with a track record of producing

and publishing reports or papers/studies in specified fields;

- In-depth knowledge and consultancy expertise in research and policy analysis;
- Knowledge of the SEE region and experience working in the region is considered an advantage.

**c) Language and Computer Skills**

- fluency in written and spoken English;
- knowledge of one or more RAI member states' official languages is an asset;
- computer skills necessary for the typical assignments in the specified field(s).

**d) Core Competences**

- strategic vision, understanding of fundamental concepts and principles of a professional discipline or technical specialty;
- strong analytical capabilities and writing skills;
- ability to work in the team, develop and establish effective working relations with a multitude of diverse stakeholders;
- facilitating and encouraging open communication in the team, communicating effectively;
- extremely high level of independence, integrity and impartiality;
- negotiation skills;
- conflict management skills;
- sensitivity and adaptability to cultural, gender, religious, and nationality considerations;
- flexibility to change and openness to receiving/integrating feedback;
- ability to work under pressure and in stressful situations;
- ability to manage heavy workload and solve complex problems with limited supervision;
- result and solution oriented;
- ability to apply innovation and creativity to problem-solving, for informed and transparent decision making;
- demonstrating/safeguarding ethics and integrity;
- maximum utilisation of available resources.

## **12. APPLICATION REQUIREMENTS**

**Eligibility:** This Call for Applications is open for experts - physical persons of all nationalities, with the focus on experts with experience in RAI member and observer states.

Interested persons should provide their full contact details in application for roster and select the specific field/s indicated in point 10 for which they are applying by ticking the relevant box in the application form.

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

- a cover letter – please use the sample cover letter provided;
- a detailed Curriculum Vitae encompassing all elements indicated in Mandatory Elements of the CV document,
- a self-assessment of competence and experience.

**All sample documents can be found here – [LINK](#).**

RAI Secretariat reserves the right to request any additional documentary evidence it deems necessary in order to verify applicants' skills and knowledge

### **13. EVALUATION OF APPLICATIONS**

RAI will enrol experts in the Roster on the basis of competition and equal opportunities based on their qualifications, experience and skills, without favouritism and with respect to basic principles of the selection procedures of the RAI Secretariat staff, as prescribed in RAI Office Policies Manual.

RAI is committed to building a roster of experts which is based on the principle of non-discrimination on either ground (gender, nationality etc.) and which is a reflection of its expert needs in the fight against corruptions. That said RAI encourages applications from all sectors: private sector, public sector, civil society and academia.

#### **13.1 Evaluation methodology**

Late and incomplete applications (see section 11 of this Guide) will not be considered beyond the initial screening process.

Applicants shall be vetted on the basis of qualifications and competencies, experience and skills presented and substantiated in their applications.

All experts enrolled in the Roster will be notified by the RAI Secretariat following the completion of the vetting process.

### **14. APPLICATION PROCEDURE**

Applications to roster shall be submitted electronically, following the instructions which can be downloaded from here [LINK](#). Applications in any other format will be ignored.

Applicants should review and check their application before submitting it in order to ensure that they fulfil all the selection criteria and they do not fall under any exclusion clauses laid down in this call (please see points 9 and 11).

The completed application form must be sent by e-mail to [vacancy@rai-see.org](mailto:vacancy@rai-see.org) before the deadline indicated in point 15. Questions regarding other conditions of this call for expression of interest may be sent by e-mail to [vacancy@rai-see.org](mailto:vacancy@rai-see.org) clearly indicating the reference of the call for roster.

### **15. DEADLINE FOR APPLICATIONS**

Deadline for acceptance of applications under this call is July 31, 2021 (23:59 CEST).