



OPEN CALL FOR APPLICATIONS

Call Title:	Research Expert - Consultant
Duty Station:	Home-based
Language:	English, Bosnian/Serbian/Croatian
Eligibility:	Individual consultants or consortia. Consortium – a group of two or more physical persons or a legal entity represented by a group of individuals.
Contract type:	Service agreement
Contract Maximum Value:	17.000 USD
Application Deadline:	December 5, 2023
Starting date:	December 18, 2023 or ASAP
Ending date:	March 31 st 2024

1. BACKGROUND

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 five observers: Poland, Georgia, Slovenia, Ukraine and Greece.

RAI’s mission is to lead regional cooperation to support anticorruption 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 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.

The United Nations Office on Drugs and Crime (UNODC) and RAI as implementing partner are jointly supporting the implementation of the project “Regional Anti-Corruption and Illicit finance Roadmap” under the UNODC Regional Programme for South Eastern Europe.

The overall Project goal is to support the Western Balkan jurisdictions in fast tracking the implementation of the United Nations Convention against Corruption.

2. THE PURPOSE OF THE ASSIGNMENT

To support the implementation of the Roadmap, UNODC and the RAI Secretariat as implementing partner will work together with the Ministry of Justice of the Republic of Serbia, the Agency for Prevention of Corruption of the Republic of Serbia (hereinafter: “APC”), the Ministry of Public

Administration and Local Self-Government of the Republic of Serbia, the Ministry of Interior of the Republic of Serbia, the Supreme Prosecutor's office of the Republic of Serbia and the Public Procurement office of the Republic of Serbia to implement the measures related to national activities of the Republic of Serbia that are part of the Action plan of the Roadmap.

3. OBJECTIVES OF THE ASSIGNMENT

The Research Expert - Consultant will support the implementation of the project "Regional Anti-Corruption and Illicit finance Roadmap" under the UNODC Regional Programme for South Eastern Europe.

Within the Roadmap, the Research Expert - Consultant will support the conducting of an impact assessment of the Law on Corruption Prevention in the Republic of Serbia which would encompass three researches of corruption-related perception and experience in public authority bodies, the business community and the citizens. The Research Expert - Consultant will provide expert assistance in drafting the report on impact assessment of the Law on Corruption Prevention. The Research Expert - Consultant will also support the implementation of the pilot phase activities in development of an ethics and integrity infrastructure in public administration in the Republic of Serbia.

4. METHODOLOGY

The Research Expert - Consultant will accomplish the following tasks to achieve the above-mentioned objectives:

- Support the research of citizens perceptions of the Law on Prevention of Corruption impact and provide review and revision of interview questions based on the methodology developed by the APC. The Research Expert - Consultant will also conduct a review and additional processing of data provided by the public opinion research agency and draft a report on the public opinion research.
- Support the research for the business sector on the Law on Prevention of Corruption impact by organizing meetings with the Chamber of Commerce of the Republic of Serbia and prepare questionnaires, collect and process responses in cooperation with APC and the Chamber of Commerce, based on the methodology developed by the APC. The Research Expert - Consultant will support the drafting of the research report on the business sector.
- Support the research for the public administration of the Law on Prevention of Corruption impact and prepare questionnaires, collect and process responses in cooperation with the APC, based on the methodology developed by the APC and prepare reports.
- Draft Final report on the evaluation of the effects of the implementation of the Law on Prevention of Corruption which will include the following activities:
 - a) Determining the concept (content) of the report;
 - b) Analysis and incorporation of data collected by the Agency;
 - c) Drafting and finalization of the report.

To support the pilot phase of the project on the establishment of ethics and integrity infrastructure in the Republic of Serbia, the Research Expert - Consultant will:

- Support the Ministry of Public Administration and Local Self-Government in identification and selection of institutions that will be part of the pilot phase.
- Prepare and implement a training program for designated civil servants for ethics and integrity. The training program will include all relevant topics related to the future work of ethics and integrity officers, as well as the part related to the preparation of their annual work plan.
- Provide expert support to ethics and integrity officers in public administration bodies, selected in the pilot project, through regular meetings, exchange of experiences and consultations, as needed.

- To participate in all meetings with representatives of beneficiaries and prepare minutes from these meetings.

5. TASKS, OUTPUTS AND TIMEFRAME

Outputs are presented in a tentative form and will be adjusted in coordination with RAI Secretariat and UNODC based on national circumstances, beneficiary responsiveness, and methodologies applied.

The Research Expert - Consultant will be expected to complete the below tasks in line with the tentative timeframe Each output will be approved by the RAI Secretariat and UNODC subsequently enabling the Expert to move to the next phase:

Tasks	Tentative outputs	Timeframe	Estimated no. consultancy days
Draft report based on the research of public opinion of the Law on Prevention of Corruption impact	Draft Report	2 months	10
Develop and conduct research on the business sector opinion on the Law on Prevention of Corruption impact	Draft Report	2 months	20
Develop and conduct research on the public administration opinion on the Law on Prevention of Corruption impact	Draft Report	2 months	25
Draft Final report on the impact assessment of the Law on Prevention of Corruption	Draft Report	3 months	10
Prepare and implement a training program for designated civil servants for ethics and integrity	Draft training programme	3 months	15
Provide expert support to ethics and integrity officers in selected public administration bodies	Meetings reports	3 months	5

6. SUPERVISION, REPORTING AND QUALITY CONTROL

The Research Expert - Consultant will operate under the overall supervision of the Senior Anti-Corruption Advisor and the UNODC Regional Anti-Corruption Specialist in direct cooperation with the RAI Programme Officer. The Research Expert - Consultant is also expected to closely coordinate 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 outputs should be approved by the RAI Senior Anti-corruption Advisor and UNODC Regional Anti-Corruption Specialist. The outputs should be written in English, in a concise and user-friendly language. Outputs developed in the course of the assignment will be gender mainstreamed.

The Research Expert - Consultant should ensure internal quality control during the implementation of the assignment. The quality control should ensure that the outputs comply with the above requirements and meet adequate quality standards before sending them to the RAI Secretariat. Quality control should ensure consistency and coherence. It should also ensure that the findings reported are duly substantiated and that solutions are supported by relevant judgment criteria.

7. LOCATION AND PERIOD OF ASSIGNMENT

The Research Expert - Consultant will be home-based and travel for purposes of conducting field missions in the respective jurisdiction. It is expected that the selected Research Expert - Consultant is engaged as soon as possible, not later than December 18th. The Services Agreement shall be signed for the period until March 31st 2024.

8. BUDGET AND OTHER ARRANGEMENTS

The maximum value of the Services Agreement is USD17,000.00, encompassing a maximum of 85 consultancy days. The gross daily rate offered is USD200.00.

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

- Organize and cover for travel expenses related to the implementation of the above-listed activities;
- Organize and cover for full-board accommodation related to the 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;
- Exceptionally, provide written translation and interpretation support.

9. RAI SECRETARIAT SUPPORT

RAI Secretariat and UNODC shall provide necessary support to the selected Applicant in order to successfully execute the assignment during the duration of the contract. These shall include:

- Access to Project-related documents necessary for execution of the assignment;
- Access and contacts in institutions that are relevant for the assignment;
- Advice on gender mainstreaming;
- Any other inputs deemed necessary by RAI Secretariat and UNODC for successful completion of the assignment.

10. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

An advanced university degree (Master's degree or equivalent) in law, criminology or another related field, is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience and skills:

Work Experience

A minimum of 7 years of experience in providing legal advice or technical assistance in anti-corruption.

Language requirements

Excellent command of English and Serbian language both written and narrative.

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.

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.

11. APPLICATION REQUIREMENTS

Eligibility: Individual consultant 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:

- Cover Letter. Legal entities/Consortia should indicate Team Leader/Person Authorized to sign the Contract and represent the Legal Entity/Consortium.
- Curriculum Vitae (CV). In Case of Legal Entity/Consortia, CVs of all team members with indication of roles.
- Samples of relevant previous work, and a list of completed assignments of similar nature (sent via link WeTransfer, Google Drive, Dropbox, etc)
- Technical Proposal stipulating outline methodology, and a tentative implementation plan with timeframe (max 3 pages)
- Information on availability/commencement date
- Signed Declaration of Honor (Annex 1 of this Open Call)
- In case the applicant is a Legal Entity, they must supply the Signed Statement of Exclusion (Annex 2 of this Open Call).

12. EVALUATION OF APPLICATIONS

RAI conducts a fair and transparent selection process. Applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's qualifications and experience, technical proposal, as well as the performance at the interview. The contract will be offered to the individual whose application has been evaluated and determined as: responsive/compliant/acceptable, and has received the highest score during the evaluation based on the criteria defined below.

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 7 years of professional experience in providing legal advice or technical assistance in anti-corruption.
- Technical Proposal – 20%
- Demonstrated experience in the development of studies, research papers, comprehensive analysis and reports or similar documents; - 20%
- Proven record of expertise in the area of similar nature to the assignment – 10%;
- Demonstrated experience in working with different stakeholders in the SEE region: government institutions, public officials, international organizations - 10%

Interview – 40%.

13. ADDITIONAL INFORMATION

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.

14. HOW TO APPLY

Applications with supporting documents shall be sent by midnight of December 5, 2023 (23:59 CET) by email to RAI Secretariat (vacancy@rai-see.org).

Call title needs to be indicated in the email subject line.

Late and incomplete applications will not be taken into consideration. Only the applicants 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

Declaration on Honor/Certification

Hereby, I, the undersigned, certify that

- all information contained in this application is correct to the best of my knowledge and that I am aware of the content of the annexes to the application;
- I am not under formal investigation, nor had I been sanctioned by any national authority for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- I read the RAI Code of Conduct¹ and will abide by it during the implementation of the Service Agreement;
- understand that if I provide incorrect information or withhold relevant information, I am likely to be suspended from the tender procedure;
- understand and accept to sign the Service Agreement with RAI Secretariat and accept the responsibility for its implementation.

By signing this declaration on honor, I accept all the conditions set out in the call under which I apply.

Done at:

[CITY]

Date:

Name and position:

Signature:

¹ As prescribed in RAI Office Policies Manual https://rai-see.org/php_sets/uploads/2021/09/1-Office_Policies_Manual-Adopted-Clean-Version-FINAL_2021.pdf

Annex 2

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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