

OPEN CALL FOR APPLICATIONS

Consultancy title:	Expertise in Corruption Risk Assessment and Corruption Proofing of Legislation in the Area of Security (h.a. Expert)
Duty Station:	Home-based with travel to beneficiary jurisdictions.
Language:	English
Eligibility:	Consortia of two or more physical persons or a legal entity represented by a group of individuals
Contract type:	Services agreement
Estimated no. of workdays:	Up to 80
Contract Maximum Value:	EUR 36.000
Application deadline:	October 15, 2024
Starting date:	November 15, 2024, or ASAP
Ending date:	April 30, 2027
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 five observers: Poland, Ukraine, Greece, Georgia and Slovenia. Kosovo* institutions are the beneficiaries of RAI activities.

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 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) are implementing a 3-year regional project "Southeast Europe - Together Against Corruption II" (hereinafter: (SEE-TAC II) funded by the Austrian Development Agency (ADA). SEE TAC II focuses on Albania,

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999.

Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia. The participation of Croatia, Moldova, Bulgaria and Romania will be considered based on their relevant institutions and organizations' priorities and needs.

The project builds upon the “Southeast Europe - Together Against Corruption I” (hereinafter: (SEE-TAC I), by acknowledging the level of implementation of outcomes and outputs and achievement of the results.

In the previous phase, RAI Secretariat established an online learning hub designed to enhance the learning experience and promote rapid information exchange and connectivity in the anti-corruption sector, which includes the CRA course¹.

The overall project goal is to reduce corruption in Western Balkans (WB) jurisdictions, by straightening the capacity of governments, especially relevant institutions reaching the highest possible level of their independence and expertise, as well as civil society organizations (CSO), the private sector and the media to prevent and fight corruption in line with UNCAC and UNTOC.

Through the general support in implementing the CRA and CPL mechanisms in the previous project phase, the sectoral approach was identified as an appropriate method for strengthening the implementation of these mechanisms in targeted jurisdictions.

Having considered comments received from jurisdictions in previous phase, and the strategic objectives defined by RAI work plan 2023-2025, CRA and CPL activities will be focused on the Security and Environment sectors. The countries with high levels of corruption are less resilient to the effects of organized crime and security in general. The Western Balkans region is a crossroad for the trafficking of many illicit commodities, and a geographic hub for the smuggling of migrants attempting to enter Western Europe. The war in Ukraine has increased the opportunities for organized crime in the region. The war brought about a new surge in irregular migration, a displacement of drug trafficking routes, new opportunities for fuel smuggling and increased illicit financial flows etc.

2. ASSIGNMENT

The selected expert will provide support to RAI Secretariat in carrying out the development and application of sector-focused corruption risk assessment and corruption proofing of legislation in the area of security. This is to be accomplished through making an implementation plan, mapping of targeted institutions and identification of the sector/sectors within the Security area, followed by the development of user-friendly tools – guidance with checklists and tailor-made training exercises for the in-depth capacity building. The expert will also be involved in the preparation and delivery of regional events.

Also, the expert would provide necessary content to the IT Expert who will be responsible for technical upgrading of the CRA online learning course and development of CPL learning tool.

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

¹ CRA course available at the following link: <https://lms.rai-see.org/course/view.php?id=18>

Social inclusion and a gender-sensitive approach should be taken into consideration while developing all deliverables under this assignment. Beneficiaries, will be encouraged to adopt a gender-aware approach.

Under this Services Agreement, the expert will contribute to the following outcome, with subsequent outputs:

Outcome 1: Sectoral Corruption risk assessment (CRA) and sectoral Corruption proofing of legislation (CPL) mechanisms introduced into the Security institutions.

Output 1.1: Sectoral CRA methodologies for the Security sector developed

Output 1.2: Sectoral CPL methodologies for the Security sector developed

Output 1.3: Capacity-building activities for the governmental institutions from the Security sector conducted

3. TASKS AND TIMEFRAME

Although the Outcome is set, activities will be adjusted based on regional circumstances, beneficiary responsiveness, and methodologies applied.

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

Tasks	Est. number of days	Tentative timeframe
PHASE I		
1. Develop detailed implementation plan	2	November 2024
2. Mapping and identification of the sector/sectors within the Security area of common interest for the six (6) targeted jurisdictions and the key stakeholders	13	November 2024 – January 2025
3. Joint kick-off events for Security area (online)	2	TBD
4. Develop CRA and CPL guidance with checklists for identified sector/sectors of the Security area ²	13	December 2024 – /April 2025
5. Develop CRA and CPL training material for capacity building in the identified sector/sectors of the Security area)	8	May- June 2025

² In this specific case, the term “Guidance with checklist” describes a user-friendly tool (document) produced for a specific sector with the aim of outlining the sector-specific risks with selected examples how the most prevalent risks can be successfully targeted. and equipping beneficiaries with the right tools and building their capacities on using them. Characteristics of this type of document (tool) are: simplicity, clarity, and applicability by different stakeholders for the specified purpose.

PHASE II		
6. Prepare and deliver a regional Policy forum on CRA in identified sector/sectors of the Security area	6	June-December 2025
7. Conduct up to 6 national 2-day trainings on CRA and CPL in identified sector/sectors of the Security area ³	Up to 18	June 2025 – December 2026
8. Conduct a regional workshop on CPL in identified areas of the Security area	4	September 2025- February 2026
PHASE III		
<p>9. This phase will be implemented in the period from November 2026 to March 2027 and the expert will be expected to provide content to the selected IT Expert for upgrade of the online learning tool for the CRA and to provide content for the selected IT Expert for development of the CPL online learning tool in the identified area of Security. A more detailed description of tasks will be provided once the IT expert is identified and based on beneficiary feedback during national/regional capacity-building events.</p> <p>The estimated number of expert days is 12.</p>		
PHASE IV		
10. Participation at the Final Programme conference to promote achievements of the assignment	2	May 2027

4. SUPERVISION, REPORTING AND QUALITY CONTROL

The Expert will operate under the supervision of the Senior Anti-corruption Advisor. The Expert is expected to closely cooperate with the Chief Finance and Operations Officer and Chief Program and Communications Officer to ensure compliance with RAI and donor rules and regulations as well as with the Project Officer.

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 internal quality control during the implementing and reporting phase of the assignment. The quality control should prove 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.

³ Number of total national trainings to be prepared and implemented will be confirmed by RAI Secretariat during Phase I of the project implementation.

5. LOCATION AND PERIOD OF ASSIGNMENT

The Expert will be home-based and travel for purposes of capacity building. It is expected that the selected expert is engaged as soon as possible, not later than November 15, 2024. The Services Agreement shall be signed for the period until April 30, 2027.

6. BUDGET AND OTHER ARRANGEMENTS

The maximum value of the Services Agreement is EUR 36,000.00, encompassing up to 80 consultancy days. The gross daily rate offered is EUR 450.00.

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

- Organize and cover travel expenses related to the implementation of above-listed activities;
- Organize and cover for 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 the implementation of above listed activities;
- Provide simultaneous/consecutive interpretation for implementation of the above-listed activities, as deemed necessary by RAI Secretariat;
- Provide a written translation for implementation of the above-listed activities, as deemed necessary by RAI Secretariat.

7. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- For Team Leader: University/Bachelor's degree in law is required (alternatively University/Bachelor's degree in public administration or a similar field supported by relevant experience in corruption risk assessment and corruption proofing of legislation may be accepted).
- For other team members: University/Bachelor's degree in related field supported by relevant work experience

II. Experience and skills:

- Proven record of expert knowledge in the area of anti-corruption;
- At least 5 years of professional experience in corruption risk assessment;
- At least 5 years of professional experience in corruption proofing of legislation;
- Demonstrated experience in developing and implementing corruption risk assessment and corruption proofing of legislation tools in the public sector institutions;
- Demonstrated experience in security area will be considered as an advantage;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the Western Balkans region;
- Expert-level experience working with international organizations or bodies with anticorruption competencies;
- 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 assessment reports or similar papers;
- Familiarity with the political, social, economic and security landscape in Western Balkans;
- 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 – Consortia 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) of every Consortium member,
- Cover Letter defining the Team leader and roles and tasks of other Consortium members. Cover letter should also include details on how internal quality control would be conducted, as well as the mitigation measures in case of changes within consortium.
- Samples of relevant previous work of individuals or as a consortium, and a list of completed assignments of similar nature (sent via email or as a link to Google Drive, Dropbox, etc)
- Information on availability/commencement date.
- Signed Declaration of Honor (Annex I of this Open Call)
- In case the applicant is a Legal Entity, they must supply the Signed Statement of Exclusion (Annex II of this Open Call).
- In case the applicant is a group of physical persons, they must supply the Consortium statement (Annex III of this Open Call)

The Team Leader should meet the Education Criteria and minimum experience criteria (at least 5 years of professional experience in CRA or CPL). Other requirements not met by the Team Leader should be met by other team members.

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.

The top 3 applicants (with highest number of points in the technical evaluation) will be invited for an online interview. The Team Leader's presence at the interview will be mandatory, while other team members may join.

Evaluation criteria

- Technical evaluation (documents-based) – 60%:
 - Education – qualifying criteria (no points to be allocated);
 - Proven record of expert knowledge in the area of anti-corruption – qualifying criteria (no points to be allocated);
 - At least 5 years of professional experience in corruption risk assessment and corruption proofing of legislation, (no points to be allocated);
 - Demonstrated experience in developing corruption risk assessment and corruption proofing of legislation tools (substantiated by published papers, reports, etc.): 25%
 - 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 analytical skills for producing clearly formulated and well-argued assessment reports or similar papers: 10%
 - Demonstrated experience in security area: 5%
 - Expert-level experience working with international organizations or bodies with anti-corruption competencies: 5%
 - Familiarity with the political, social, economic and security landscape in South East Europe: 5%.

- Interview – 40%.

10. 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 fair, transparent and equal treatment to all applicants. Information on senders will not be disclosed.

11. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of October 15, 2024 (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 will be invited for an interview.

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 I

[TO BE SIGNED BY TEAM LEADER, OR LEGAL ENTITY AUTHORIZED REPRESENTATIVE]

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 Conduct⁴ 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:

⁴ 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 II

[FOR LEGAL ENTITIES ONLY]

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

/signature and stamp/

.....

Name and Surname

ANNEX III

**[[FOR CONSORTIUM OF PHYSICAL PERSONS ONLY
TO BE SIGNED BY ALL CONSORTIUM MEMBERS]]**

Consortium Statement

We, the undersigned, hereby declare the following:

Agreement to Membership: We, (Insert Names of Individuals), agree to join and participate as members of the consortium for Open Call Title. We recognize that our membership signifies our commitment to collaborate and contribute to the objectives of the consortium.

Agreement on Representation: We agree to be represented by (Insert Team Leader’s Full Name) as the Team Leader of the consortium. The Team Leader is authorized to act on our behalf in all matters relating to the consortium, including signature of Services Agreement, decision-making, negotiations, communications, etc.

Statement on Financial Obligations: We agree that all payments deriving from Services Agreement are received by Team Leader. Disbursement of funds among consortium members shall be internally regulated.

Commitment to Risk Mitigation: We commit to actively work towards identifying, managing, and mitigating any risks that may arise during the consortium’s activities. This includes taking all necessary steps to prevent the dissolution of the consortium and ensuring the continuity and success of our collaborative efforts.

Signatures

Name of Individual
Position: Team Member
Signature: _____

Name of Individual
Position: Team Member
Signature: _____

/Add lines as needed/

Team Leader’s Name
Position: Team Leader
Signature: _____