



This project is funded by
the European Union

Prevention and Fight against Corruption



Republic of Serbia
MINISTRY OF
JUSTICE



TERMS OF REFERENCE	
CONTRACT NO:	2017/386-597, PREVENTION AND FIGHT AGAINST CORRUPTION
OBJECTIVE(S):	STRENGTHENED CAPACITIES FOR REPRESSION OF CORRUPTION BY IMPROVING QUALITY OF INVESTIGATION, PROSECUTION AND TRIAL OF CORRUPTION-RELATED CASES IN LINE WITH THE STRATEGY AND ACTION PLAN AND THE RECOMMENDATIONS OF THE ACTION PLAN FOR CHAPTER 23, AS WELL AS WITH THE FINANCIAL INVESTIGATION STRATEGY AND THE NEWLY ADOPTED "LAW ON ORGANISATION AND JURISDICTION OF GOVERNMENT AUTHORITIES IN SUPPRESSION OF ORGANIZED CRIME, TERRORISM AND CORRUPTION"
ACTIVITY TITLE:	3.8 (3.8.1 – 3.8.6): SUPPORT THE IMPLEMENTATION OF TRAINING PROGRAMMES FOR JUDICIARY BASED ON THE REVIEW OF THE ECONOMIC CRIME SECTION OF THE CRIMINAL CODE
EXPERT CATEGORY:	SENIOR NON-KEY EXPERT (2) JUNIOR NON-KEY EXPERT (1)
POSITION:	DETECTION AND REPRESSION OF CORRUPTION EXPERT
ACTIVITY NO:	3.8.1 – 3.8.6
DAYS ALLOCATED:	189 WORKDAYS IN TOTAL, 63 PER EXPERT
LOCATION:	SERBIA
START/END OF THE TASKS	MAY 2018 TO SEPTEMBER 2018

I. PROJECT BACKGROUND INFORMATION

1.1 Beneficiary country

Republic of Serbia

1.2 Contracting authority

European Union Delegation in the Republic of Serbia.

1.3 Relevant Project Background

1.3.1 Overall Objective

Improve overall efficiency in fight against corruption and reduce all forms of corruption

1.3.2 Project Purpose

To strengthen national mechanisms for prevention and fight against corruption in accordance with the National Anti-Corruption Strategy and Action Plan, and the Action Plan for Chapter 23.

I. SCOPE AND CONTENT OF THE ASSIGNMENT

Performed under the overall supervision of the Key Expert 2 and Team Leader (indirect), in close cooperation with other project staff. The contribution of the requested non-key experts – Detection and Repression of Corruption Expert will be responsible for preparation and delivery of training for evidence analysis and determination of value, evaluating circumstantial evidence in public procurement corruption and economic

crimes, pattern analysis of circumstantial evidence and development of training curricula and delivery in accordance with the following activities during the implementation phase:

Tasks	Deliverables
1. General tasks:	
<p><u>JNKE</u></p> <p>JNKE will maintain Components 3 file archives for all aspects of this activity;</p> <p>In coordination with Key Expert 2 (KE2) and SNKEs for 3.8 activities, she/he will organise/schedule meetings with the Project Beneficiaries and other Stakeholders as required and needed;</p> <p>JNKE will attend and provide translation for all meetings, and maintain summaries of all meetings and contacts;</p> <p>In coordination with the Judicial Academy, JNKE will be responsible to collect all relevant documents and information regarding previous judicial training;</p> <p>In coordination with, and to aid the SNKEs, JNKE will be responsible for the translation and analysis of all documents received to determine training needs and requirements;</p> <p>JNKE will be responsible for the coordination with other SNKEs, JNKEs and KE2 engaged in other activities in support of the Component 3 workplan;</p> <p>JNKE will be responsible for other tasks under the guidance of KE2 and the activity SNKEs in accordance with the Project ToR requirements;</p>	<p>Project component 3 file archives established;</p> <p>Meeting agenda prepared;</p> <p>Meeting summaries prepared and maintained electronically;</p> <p>Preparation of a time schedule of the SNKE & JNKE activities engaged in the implementation of the planned activities;</p> <p>Prepare administrative documents/requests and other activity report drafts in support of the SNKEs;</p>
<p><u>SNKE</u></p> <p>In coordination with the KE2, SNKE shall be responsible for timely completion of activities under the task 3.8</p> <p>In coordination with the KE2 and other NKEs, she/he will organise and attend meetings with stakeholders and relevant authorities</p> <p>SNKE will maintain project activity archives</p>	<p>Prepare administrative documents;</p> <p>Project Component 3 file archives established;</p> <p>Meeting agendas prepared;</p> <p>Meeting notes and plans prepared form consultations with the beneficiaries;</p> <p>Prepared reports on specific activities within WP activity 3.8;</p>
3.8 SUPPORT THE IMPLEMENTATION OF TRAINING PROGRAMMES FOR JUDICIARY BASED ON THE REVIEW OF THE ECONOMIC CRIME SECTION OF THE CRIMINAL CODE.	
<p>In coordination with the Judicial Academy, provide administrative and logistical support for the preparation and implementation of eight (8) roundtables for the judiciary in four (4) appellate districts (two each), at locations throughout the Republic of Serbia;</p> <p>In coordination with appellate district chief judges, plan and prepare curricula for roundtable</p>	<p>Prepare training curricula in cooperation with KE2</p> <p>Training seminars and roundtables conducted</p> <p>Maintain files and documents regarding the on-going training/curricula;</p>

<p>presentations, identify participants and implement roundtables;</p> <p>Responsible for regular contact with the relevant beneficiaries regarding training needs and to collect all relevant documents and info on existing curricula in those institutions;</p> <p>Prepare overviews of existing training and curricula.</p> <p>Responsible for coordination/ organisation of planned training:</p> <ul style="list-style-type: none"> • prepare training preparation check lists; • insure the venues of events are booked; • in cooperation with the project team, collect and evaluate the offers of the outsourced agency, hotels and travel agencies that will be engaged for events; • coordinate activities with contracted outsourced agency, hotel and travel agencies for the event; • coordinate the itineraries and logistic support to the participants outside of the location of the event (transport arrangement, accommodation, transfers, etc.); • Prepare draft agendas; • Prepare participant lists; • Prepare lists of participants/lecturers/trainers; • prepare training evaluation forms; • insure the availability of visibility material needed for training; <p>Insure the completion of all other activities necessary for organisation of events.</p>	<p>Preparation and translation of training/curricula materials;</p> <p>Regarding the training organisation:</p> <ul style="list-style-type: none"> • Prepare correspondence regarding the organisation of the training; • Draft agenda; • List of participants; • List of experts; • Preparation of guidance information for the participants where necessary; • Accommodation arranged, other transfer and issues regarding the mobilisation of the participants; • Visibility materials available; <p>Evaluation forms prepared, completed and summarized;</p>
3.8.1 - Assess the existing curricula regarding the economic crime section of the criminal code and other relevant legislation, to include corporate law.	
<p>In coordination with the Judicial Academy, KE2 and other NKEs, expert will be responsible to collect all relevant documents and information regarding previous judicial training seminars and existing curricula, regarding the economic crime section in Criminal Code and other relevant legislation;</p> <p>Review methodologies of conducted training sessions to date regarding economic crime section</p>	<p>Organise meetings with Judicial Academy and anti-corruption law enforcement authorities on conducted economic crime section curricula;</p> <p>Meeting notes and plans prepared from consultations;</p> <p>Assessment report on existing curricula.</p>
3.8.2 - DEVELOP TRAINING CURRICULA INCLUDING TRAINING MATERIAL ON ECONOMIC CRIME SECTION OF THE CRIMINAL CODE AND OTHER SUBSTANTIAL LEGISLATION.	
<p>In coordination with KE2, expert will meet with selected representatives of anti-corruption enforcement and determine needs for useful training curricula</p> <p>In coordination with KE2, expert will design and prepare specialized training curricula and following material on economic crime section and other substantial legislation</p>	<p>Organise meetings and prepare needed agenda for information gathering on needs for training curricula;</p> <p>Prepare conclusions and recommendations based on findings;</p> <p>Prepare training curricula in cooperation with KE2.</p>

3.8.3 – 3.8.5 - BE RESPONSIBLE FOR THE ADMINISTRATION, LOGISTICS AND COORDINATION OF THE FOLLOWING TRAINING SESSIONS:

- ONE 5-DAY TRAIN THE TRAINER SESSION ON ECONOMIC CRIME, ANTI-CORRUPTION AND OTHER RELATED CRIMINAL CODE ARTICLES;
- FIVE 3-DAY TRAINING SESSIONS ON ECONOMIC CRIME, ANTI-CORRUPTION, AND OTHER RELATED CRIMINAL CODE ARTICLES TO MAXIMUM 130 PARTICIPANTS
- TEN 4-5 HOUR ROUNDTABLE DISCUSSIONS WITH JUDGES SELECTED FOR THE SPECIAL DEPARTMENTS IN THE REGIONAL CENTERS, AS WELL AS OTHER JUDGES AND JUDGE'S ASSOCIATES.

After consultation with anti-corruption law enforcement, identify participant profiles and structure training sessions

In cooperation with KE2, conduct training seminars and roundtables, according to agreed curricula under activity 3.8.2.

Organised and held meetings with relevant law enforcement authorities and other state authorities;

Participants lists prepared;

Agenda for roundtables prepare;

Training seminars and roundtables conducted.

3.8.6 - ASSIST THE JUDICIAL ACADEMY AND POLICE ACADEMY IMPLEMENT FORMAL TRAINING AND MENTORING PROGRAMS, CONDUCTED ON A QUARTERLY AND SEMI-ANNUAL BASIS.

In coordination with KE2, assess and develop methodology for successful implementation of formal training and mentoring programs

Organise meetings with Judicial; Academy to assess current methodologies for implementation of training and mentoring programs;

Prepare conclusions and recommendations based on findings;

Preparation of end of activity report.

I. QUALIFICATIONS AND SKILLS - SNKE**General professional experience**

- University degree in Law
- At least 7 years of general professional experience relevant for the assignment;
- Experience in institutional capacity building and operational support related to the law enforcement or judicial institutions.
- Experience in providing analytical reports and assessments.

Specific professional experience

- Previous experience in detection and repression of corruption;
- Experience in economic crimes prosecution and/or adjudication, as well as circumstantial evidence-based cases;
- Experience in working with Task Forces would be considered an advantage;
- Previous experience in the Balkans involving rule of law beneficial;
- Excellent teamwork and communication skills;
- Fluency in English language is required.
- Knowledge of Serbian would be considered an advantage.

II. QUALIFICATIONS AND SKILLS – JNKE**General professional experience**

- University degree in Law, Economics or other Social Science related studies;
- At least 4 years of general professional experience relevant for the assignment;

- 3 years' experience with responsibilities involving the administrative and logistical components of project implementation.

Specific professional experience

- Previous experience in detection and repression of corruption within the Republic of Serbia;
- Previous experience in the Republic of Serbia involving work activities related to the criminal code, criminal procedure code and economic crimes;
- Experience working with Republic of Serbia public institutions;
- Excellent teamwork and communication skills;
- Fluency in Serbian and English language is required.

III. REPORTING

- Experts will report to the Key Expert 2 and Team Leader,
- All reports and outputs shall be provided in English.

3. Application

** apply via e-mail to stevan.stepanovic@pwc.com*

***apply only with CVs in Europass form (include supporting documents for relevant experience stated in your CV) and specify for which concrete position you are applying for*

****Please note that only short-listed candidates will be contacted*