



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:	3.1 SUPPORT TO THE STRENGTHENING CAPACITIES OF INTERNAL CONTROL UNITS IN STATE (CENTRAL AND LOCAL) BODIES FOR THE EFFICIENT DETECTION AND REPRESSION OF CORRUPTION, THROUGH COMPREHENSIVE ANALYSIS OF THE CAPACITIES GAPS IN THE INTERNAL CONTROL UNITS OF THE RELEVANT STATE BODIES AND PREPARATION OF ITS RECOMMENDATIONS 3.2 CONDUCT THE HUMAN RESOURCES ASSESSMENT WITHIN ALL ANTI-CORRUPTION INVOLVED INVESTIGATIONS UNITS (PUBLIC PROSECUTION SPECIALIZED IN PROSECUTION OF CORRUPTION, ANTI-CORRUPTION AND ANTI-MONEY LAUNDERING DEPARTMENTS, POLICE SPECIALIZED DEPARTMENTS, FINANCIAL INTELLIGENCE UNIT, ETC.)
EXPERT CATEGORY:	SENIOR NON-KEY EXPERT (2)
POSITION:	<ul style="list-style-type: none"> • SNKE - ANTI-CORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT (2 POSITIONS)
DAYS ALLOCATED:	60 IN TOTAL (30 DAYS FOR EACH NKE)
LOCATION:	SERBIA
START/END OF THE TASKS	JANUARY 2019 TO MAY 2019

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 for 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 TAT staff, the contribution of the requested Senior Non Key Experts will address the following activities:

Tasks	Deliverables
1. General tasks of the SNKE	
<p>In coordination with Key Expert 2 (KE2) she/he shall be responsible for the timely completion of activities 3.1 and 3.2 in order to provide relevant and useful information for the implementation and completion of other component 3 activities, which 3.1 and 3.2 will support;</p> <p>She/he will maintain project component 3 file archives;</p> <p>In coordination with KE2 she/he will organise/schedule meetings with the Project Beneficiaries to discuss procedures for conducting Gap and HR;</p> <p>She/he will maintain contact notes of all activities;</p> <p>She/he will be responsible to collect all relevant documents, information, policies and procedures concerning previous GaP and HR;</p> <p>In coordination with KE2, experts will prepare Gap and HR templates and check lists to capture agency specific information needed for effective and accurate Gap and HR;</p> <p>She/he will be responsible for the coordination of the other SNKEs and JNKEs missions/work engaged in the implementation of the Project activities under component 3;</p> <p>She/he will be responsible for other tasks according to KE2 guidance and requests in accordance with the Project ToR requirements;</p>	<p>Project component 3 file archives established;</p> <p>Meeting agendas prepared;</p> <p>Meeting notes and plans prepared from consultation with beneficiaries;</p> <p>Reports prepared based on review of relevant documents and information obtained during the preliminary stages of Gap and HR;</p> <p>Preparation of templates and check lists to be used in Gap and HR;</p>
<ul style="list-style-type: none"> AC 3.1.1: CONDUCT A COMPREHENSIVE ANALYSIS OF COMPETENCIES AND CAPACITIES IN THE INTERNAL AFFAIRS UNITS OF THE PROSECUTION AND ENFORCEMENT AGENCIES, WHO WILL BECOME PART OF THE SPECIAL DEPARTMENTS UPON ENACTMENT OF THE MARCH 1, 2018 LEGISLATION. THOSE AGENCIES INCLUDE: SPECIAL AND PUBLIC PROSECUTORS OFFICE, THE MINISTRY OF INTERIOR / POLICE, TAX POLICE, CUSTOMS ADMINISTRATION, AGENCY FOR THE PREVENTION OF MONEY LAUNDERING 	

<ul style="list-style-type: none"> • AC 3.1.2: CONDUCT A COMPREHENSIVE ANALYSIS OF COMPETENCIES AND CAPACITIES OF THE CERTAIN SUPPORTING ENTITIES TO THE SPECIAL DEPARTMENTS. THOSE ENTITIES INCLUDE: THE STATE AUDIT INSTITUTION, THE CADASTRE OFFICE, THE AGENCY FOR REGISTRATION OF BUSINESSES, AGENCY FOR REGISTRATION OF MOTOR VEHICLES, ANTI-CORRUPTION AGENCY • AC 3.2.1: CONDUCT A COMPREHENSIVE HUMAN RESOURCE ASSESSMENT OF COMPETENCIES AND CAPACITIES IN THE PROSECUTION AND ENFORCEMENT AGENCIES, WHO WILL BECOME PART OF THE SPECIAL DEPARTMENTS UPON ENACTMENT OF THE MARCH 1, 2018 LEGISLATION. THOSE AGENCIES INCLUDE: SPECIAL AND PUBLIC PROSECUTORS OFFICE, MINISTRY OF INTERIOR /POLICE, TAX POLICE, CUSTOMS ADMINISTRATION, AGENCY FOR THE PREVENTION OF MONEY LAUNDERING • AC 3.2.2: CONDUCT A HUMAN RESOURCES ASSESSMENT OF THOSE ANTI-CORRUPTION INVESTIGATION AND PROSECUTION UNITS AND THOSE ENTITIES, WHICH WILL SUPPORT THE ANTI-CORRUPTION EFFORTS OF THE SPECIAL DEPARTMENTS. THESE SUPPORTING AGENCIES INCLUDE: AGENCY FOR THE PREVENTION OF MONEY LAUNDERING, ANTI-CORRUPTION AGENCY, TAX ADMINISTRATION, TAX POLICE, STATE AUDIT INSTITUTION • AC 3.2.3: ORGANISING ONE DAY ROUND TABLE TO PRESENT THE RESULTS OF GAP AND HR ASSESSMENT (UP TO 20 PERSON) 	
<p>Collect and review all relevant documents (reports, analysis previously conducted, and other documents) regarding the status of existing capacities and capabilities of all target agencies;</p> <p>In coordination with KE2, based on previous analysis, prepare a Gap plan for implementation;</p> <p>Organize consultation meetings with the Beneficiaries on preparation of GAP Analysis and Human Resources assessment;</p>	<p>Research reports and Gap HR plans prepared;</p> <p>Gap analysis and HR assessment conducted at six investigation agencies and five supporting agencies;</p> <p>Report and conclusions/recommendations prepared based on results of GAP and HR;</p>
<p>Preparation of the detailed plans of the implementation of the recommendations identified in the gap analysis and Human Resource assessment.</p>	
<p>Be responsible to prepare initial draft of the activities plan according to the recommendations concluded from GAP analyse and Human Resource assessment;</p> <p>In coordination with KE2, organize all meetings / round table discussions needed regarding the discussion/agreement on this part of component 3 plans.</p>	<p>In coordination with KE2, report findings and recommendations to beneficiaries at round table presentation;</p> <p>Preparation of end-of-mission report using projects established template.</p>

II. QUALIFICATIONS AND SKILLS

SNKE- ANTI-CORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT

General professional experience

- University degree in Law, Political or Sociological Science or related fields;
- At least 7 years in general professional experience relevant for the assignment;

- Experience in conducting of risk assessment analysis or assessment of the management process or conducting research analysis or assessments of institutional frameworks and methodologies.

Specific professional experience

- Have hands-on experience working at the field of prevention and combating of corruption;
- Have hands-on previous experience on development of the strategic documents;
- Teamwork and good communication skills;
- Fluency in English is required. Knowledge of Serbian would be considered an advantage.

III. Annexes

- NACS and its AP
- Chapter 23 AP
- NKE Mission Report

IV. REPORTING

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

Application

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

**apply only with CVs in EU or 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