



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:	<p>3.3: STRENGTHEN THE CAPACITIES OF THE RELEVANT INSTITUTIONS (THE POLICE, PROSECUTOR'S OFFICES, COURTS AND OTHER REPORTING ENTITIES AND SUPERVISORY AUTHORITIES) BY CONDUCTING STANDARDIZED (FOR INCREASED COOPERATION AND COORDINATION), MULTIDISCIPLINARY AND SPECIALIZED TRAININGS FOR THE EFFICIENT DETECTION, INVESTIGATION PROSECUTION AND ADJUDICATION OF CORRUPTION AND ECONOMIC CRIME RELATED OFFENCES.</p> <p>3.4: PROVIDE TRAININGS FOR INVESTIGATORS, PROSECUTORS, JUDGES AND LAWYERS ON ADVANCED CRIME INVESTIGATIVE SKILLS SUCH AS ASSET TRACING, THE USE OF CIRCUMSTANTIAL EVIDENCE (ESPECIALLY IN CASES OF INEXPLICABLE WEALTH OF PUBLIC OFFICIALS/WHITE COLLAR/POLITICIANS) AND FINANCIAL INVESTIGATIONS INITIATED IN PARALLEL WITH CRIMINAL INVESTIGATION. THE NEW "LAW ON SEIZURE OF THE PROCEEDS FROM CRIME" SHOULD BE ATTENTIVELY TAKEN INTO CONSIDERATION CONCERNING ASSET SEIZURE</p>
EXPERT CATEGORY:	<p>SENIOR NON-KEY EXPERT (1 POSITION)</p> <p>JUNIOR NON -KEY EXPERT (1 POSITION)</p>
POSITION:	<p>SNKE; DETECTION AND REPRESSION OF CORRUPTION - CAPACITY BUILDING EXPERT</p> <p>JNKE; ANTI-CORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT AND STRATEGIC ANALYSIS AND PLANNING EXPERT</p>
ACTIVITY No:	<ul style="list-style-type: none"> ACTIVITY 3.3/4.1: CONDUCTING A TRAINING NEEDS ASSESSMENT E OF THE ALL INSTITUTIONS INCLUDED (DIRECT AND INDIRECT) IN TO INVESTIGATION OF THE CORRUPT ACTIVITIES ACTIVITY 3.3/ 4.4: DESIGN A SPECIAL TRAINING CURRICULA INCLUDING TRAINING MATERIAL FOR TRAINING OF THE MEMBERS OF THE "TASK FORCE" UNITS ACTIVITY 3.3/4.8: PREPARE THE REPORT ON ASSESSMENT OF EFFECTIVENESS OF THE TRAINING BASED ON ADOPTED PROCEDURES AND INVESTIGATIVE TECHNIQUES PRESENTED DURING THE TRAINING ACTIVITY 3.3/4.9: ORGANIZE A MEETING EACH 4 MONTH WITH INTENT TO MENTOR THE INVESTIGATIVE PROGRESS OF ESTABLISHED OPERATIONAL TEAMS ACTIVITY 3.3/4.10: CONDUCT FOLLOW-UP, ADVANCED TRAINING AFTER 6 MONTHS OF THE INITIAL TRAINING FINISHED
DAYS ALLOCATED:	160 WORKING DAYS IN TOTAL (80 W/D FOR EACH NKE),
LOCATION:	SERBIA

START/END OF THE TASKS**APRIL 2018 TO DECEMBER 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 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 Technical Assistance Team staff. The contribution of the requested SNKE-Detection and Repression of Corruption - Capacity Building Expert and JNKE-Anti-Corruption Institutional Capacity Building Expert and Strategic Analysis and Planning Expert will address the following activities:

Tasks	Deliverables
1. General tasks of the SNKE	
<p>In coordination with the KE2 she/he shall be responsible for timely completion of activities under the Task 3.3, 4.1 (Training Needs Assessment) to provide relevant and useful information for implementation and completion of other Component 3 activities, which Task 3.3 will support, including 4.4, 4.8, 4.9;</p> <p>She/he will maintain project activity archives;</p> <p>In coordination with the Key Expert 2 (KE2) she/he will provide an assessment of the effectiveness of the on-going multidisciplinary and specialized anti-corruption training for capacity building of agencies relevant for the implementation of the anti-corruption legislation;</p> <p>She/he will maintain contact notes, and summaries, for project activities;</p> <p>She/he will be responsible for collection of relevant documents and information concerning past multidisciplinary and specialized anti-corruption training;</p>	<p>Prepare administrative documents/requests;</p> <p>Project Component 3 file archives established;</p> <p>Meeting agendas prepared;</p> <p>Meeting notes and plans prepared from consultation with the beneficiaries;</p> <p>Reports prepared based on review of relevant documents and information obtained during initial stages of the Task 3.3., 4.1.</p>

<p>She/he will be responsible for other tasks according to the KE2 guidance and requests in accordance with the Project ToR requirements.</p>	
<p>4.1. Conduct a training needs assessment of all institutions responsible for the investigation, prosecution, and the support functions of anti-corruption related activities.</p>	
<p>Responsible for collection of existing assessment results in Republic of Serbia;</p> <p>Review methodologies of similar/related assessments conducted to date regarding training needs assessments;</p> <p>Prepare a draft format/template for the training assessment and obtain agreement from the main beneficiary (MoJ) of the project in cooperation with KE2;</p> <p>Conduct assessments of completed and on-going training and provide recommendations for modification of the multidisciplinary and specialized anti-corruption training;</p> <p>Collect and review relevant documents (training material, reports, analysis previously conducted, and other documents) regarding anti-corruption training of beneficiary institutions;</p> <p>Conduct training needs assessment of relevant institutions responsible for the investigation and prosecution of corruption, as well as the agencies, which will support the special department's anti-corruption efforts. These agencies include:</p> <ul style="list-style-type: none"> • Republic Public Prosecution Office, • Ministry of Interior, Police, including specialized departments responsible for financial investigations • The Customs Administration • Tax Police • Anti-Corruption Agency, • Agency for Prevention of Money Laundering, • Public Procurement Agency, • Cadastre Agency • Judicial Academy of the Republic of Serbia. <p>Coordinate and organize all meetings / round table discussions needed regarding the discussion/agreement on this part of component 3 plans;</p>	<p>Relevant documents reviewed, and reports prepared regarding fast-track training materials and their value. Modify based on review;</p> <p>Plan prepared for addressing key training gaps of the Project beneficiaries based on assessment of fast-track training staff and training needs assessment;</p> <p>Coordinate meetings/round table events, and in coordination with KE 2 moderate all discussion.</p> <p>Prepare conclusions and recommendations generated from events.</p> <p>Review relevant documents (training material, reports, analysis previously conducted, and other documents) regarding anti-corruption training of beneficiary institutions;</p> <p>Prepare brief overview reports of the existing training and curricula;</p> <p>Prepare a template and questionnaire to capture relevant training needs information;</p> <p>Conduct training needs assessment;</p> <p>Analyse assessment results and prepare conclusions and recommendations for training required by each anti-corruption enforcement and prosecution institution.</p> <p>Report findings and recommendations to beneficiaries at round table presentation;</p> <p>In coordination with the KE2, prepare ToRs for additional training addressing specific capacity needs of beneficiary institutions;</p> <p>In coordination with the KE2, organize meetings / round table discussions needed regarding the discussion/agreement on this part of the Component 3 plans.</p> <p>Final Training Needs Assessment prepared and delivered.</p>
<p>Be responsible for regular contact, along with KE2, with the relevant beneficiaries regarding the training needs, training needs analysis and collect all relevant documents and information on existing curricula in those institutions;</p>	<p>Contacts made, and meetings held as needed and meeting minutes prepared.</p>

4.4 Design and prepare special training curricula, including materials for Task Force Unit members.	
<p>In coordination with KE2, meet with selected representatives of anti-corruption enforcement and prosecution agencies, who participated in the fast-track training, to determine needed and useful follow-up training curricula;</p> <p>Based on recommendations and analysis, design and prepare a specialized training curriculum to be used by members of special department task forces;</p>	<p>Prepare template to record follow-up assessment of task force training;</p> <p>Organize and conduct information gathering/assessment visits to the four task forces located in regional offices;</p> <p>Prepare conclusions and recommendations based on findings;</p> <p>In coordination with KE2, Training Curricula Prepared</p>
4.8 Prepare a report of the effectiveness of the fast-track training based on adopted procedures and investigative techniques presented during the training	
<p>During the period April – July 2018 review the operating and investigative procedures of the established task forces to determine the impact/influence of the fast-track training practices introduced;</p> <p>Determine the process of case initiation, and planning, as well as evidence gathering and analysis;</p> <p>Establish a protocol for determining the progress of investigations.</p>	<p>Protocols for analysis of task force operations established;</p> <p>Task force operations evaluated;</p> <p>Reports prepared, which include task force operations, administration, logistics and management issues;</p> <p>Round-tables with beneficiaries to provide results, conclusions and recommendations.</p> <p>Report of the Effectiveness of the Fast-Track Training prepared and delivered.</p>
4.9 Organize four task force meetings to mentor investigative progress.	
<p>In coordination with KE2, and based on the conclusions of 4.8, prepare four 4-6-hour round-table discussions with individual task forces in four regions to identify investigative issues and provide assistance to resolve.</p>	<p>Task force round-tables held. Reports prepared reflecting issues identified and recommendations made.</p>
4.10 Conduct follow up, advanced training after 6 months of the initial training based on lessons learned from the four task forces operations	
<p>In coordination with KE2 conduct 4 trainings, (each last 1,5 day) according to agreed curricula designed under AC 4.4.</p>	<p>4 trainings conducted</p> <p>Training participants lists</p> <p>Participants' evaluation of the trainings prepared</p>

SNKE: Detection and Repression of Corruption - Capacity Building Expert

I. QUALIFICATIONS AND SKILLS

General professional experience

- University degree in Law, Economics, Political or Social Sciences, Criminal Justice or related fields;
- 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 financial investigations and financial intelligence assessments;
- Experience in working with Task Forces would be considered an advantage;
- Previous experience in the Republic of Serbia involving rule of law beneficial;
- Experience working with Republic of Serbia public institutions, including the Judicial Academy, beneficial;
- Excellent teamwork and communication skills;
- Fluency in English language is required.
- Knowledge of Serbian would be considered an advantage.

JNKE: Anti-Corruption Institutional Capacity Building Expert and Strategic Analysis and Planning Expert

II. QUALIFICATIONS AND SKILLS

General professional experience

- University degree in Law, Economics, Political or Social Sciences, Criminal Justice or related fields;
- At least 4 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 financial investigations and financial intelligence assessments;
- Experience in working with Task Forces would be considered an advantage;
- Previous experience in the Republic of Serbia involving rule of law beneficial;
- Experience working with Republic of Serbia public institutions, including the Judicial Academy, beneficial;
- Excellent teamwork and communication skills;
- Fluency in English language is required.
- Knowledge of Serbian would be considered an advantage.

III. REPORTING

- Expert 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*