



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)	RAISING AWARENESS ON MEASURES AND RESULTS ACHIEVED IN AREA OF FIGHT AGAINST CORRUPTION THROUGH ALL PERIOD OF PROJECT IMPLEMENTATION
EXPERT CATEGORY:	JUNIOR NON-KEY EXPERT (2 POSITIONS)
POSITION:	JNKE: COMMUNICATION EXPERT & EVENT MANAGEMENT EXPERT
RESULT (S):	RESULT 2 - PREVENTION OF CORRUPTION
ACTIVITY NO:	2.3: RAISING AWARENESS ON THE MEASURES AND THE RESULTS ACHIEVED IN THE AREA OF FIGHT AGAINST CORRUPTION THROUGH THE ALL PERIOD OF PROJECT IMPLEMENTATION;
DAYS ALLOCATED:	100 W/D (50 W/D FOR EACH JNKE)
LOCATION:	SERBIA
START/END OF THE TASKS	MARCH 2019- DECEMBER 2019

## I. Background

### 1. Beneficiary country

Republic of Serbia

#### 1.1 Contracting authority

European Union Delegation in the Republic of Serbia.

#### 1.2 Relevant Project Background

##### 1.2.1 Overall Objective

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

##### 1.2.2 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.

## II. Scope and content of the assignment

According to the Terms of Reference the Project purpose is 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. Moreover, the overall anti-corruption efforts in Serbia as the candidate country are predominantly streamlined by countries European perspective and Chapter 23 negotiation process. European agenda will be the backbone of all anti-corruption efforts in the Republic of Serbia in the years to come.

Therefore, there is a need to promote the "collective action" against corruption and to ensure that achievements under the NACS and Chapter 23 AP framework are communicated to the general public effectively.

In this respect, the Project (engaged SNK and JNK public relation experts) that, in close cooperation with the beneficiary, delivered the Public Awareness Campaign Concept Note which defined the public awareness activities to be aimed at:

- Improving public understanding of corruption and understanding of the system and mechanisms for its prevention;
- Promote the important role of the Prosecutor's Office, police, 13 liaison institutions and courts as prescribed by the new Law on organization and jurisdiction of government authorities in suppression of organized crime, terrorism and corruption;
- By promoting the activities of the Prosecutor's Office, police, 13 liaison institutions and courts responsible for preventing and combating corruption, make the citizens feel safe and protected to report corruption;

The Public Awareness Campaign Concept Note and awareness activities were discussed and approved by the members of Coordination Group<sup>1</sup>. The approved Public Awareness Action Plan foreseen the following activities:

- Creation of the Organigram and Protocol for internal and external communication of the Task Forces;
- Four two-day trainings in the field of communication skills and public presentation for leaders and communicators of the Task Force – Belgrade, Novi Sad, Nis, Kraljevo;
- Four one-day Anti-Corruption Forums of Serbia - forums of prosecutors, police, judges and other professionals in the daily fight against corruption – Belgrade, Novi Sad, Nis, Kraljevo;
- Four one-day anti-corruption classes in high-schools, Belgrade, Novi Sad, Nis, Kraljevo;
- Four one-day Anti-Corruption Debates in regional university centres: Belgrade, Novi Sad, Nis, Kraljevo;
- International Anti-Corruption Conference.

In order to fulfil the requirements of the Project ToR the Junior Non-Key Experts, under the overall guidance of the SNKE and JNKE – PR and communication experts, TL and Public Awareness Campaign (PA) Coordination Group will perform following activities during the PA implementation phase:

Tasks	Deliverables
1. Attend the kick-off meeting with MoJ, SPO, TL SNKE and JNKE – PR and communication experts to agree on logistical support to all planned events in the awareness raising campaign - venue of the planned events, timing of the events, places of the events, necessary logistic, etc.	1. Short meeting notes
2. NKE will be responsible for organisation, coordination and logistical support for the following activities under the PA: <ul style="list-style-type: none"> <li>• Four one-day Anti-Corruption Forums of Serbia - Forum of prosecutors, police, judges and other professionals in the daily fight against corruption – Belgrade, Novi Sad, Nis, Kraljevo;</li> <li>• Four one-day anti-corruption classes in high-schools, Belgrade, Novi Sad, Nis, Kraljevo;</li> <li>• Four one-day Anti-Corruption Debates in regional university centres: Belgrade, Novi Sad, Nis, Kraljevo.</li> </ul>	

<sup>1</sup> Aim of the Campaign Coordination Group: to establish synergy needed between representatives of all institutions and organizations that will work together and cooperate in the corruption cases thought the period of the Public Awareness Campaign.

<p>3. According to the agreed time plan and confirmed dates of the events he/she will, on time, in cooperation with SNKE and JNKE – PR communication experts, TL and Beneficiary:</p> <ul style="list-style-type: none"> <li>• Prepare events organisation plan and check lists;</li> <li>• Ensure that the place of the events is booked;</li> <li>• Support Office Manager in booking of hotels, equipment suppliers and travel agencies that will be involved in organisation of the particular event;</li> <li>• Coordinate activities with outsourced agencies and hotels for each particular event;</li> <li>• Coordinate the itineraries and logistic support for the participants and speakers/presenters out of the place of the events (transport arrangement, transfers, etc.);</li> <li>• Send the invitations and maintain participants list;</li> <li>• Prepare list of presenters and speakers on the events and coordinate all logistical elements of their participation;</li> <li>• Make sure that health and safety obligations are followed</li> <li>• Oversee and support the dismantling and removal of the equipment and clear the venue efficiently</li> <li>• Prepare events evaluation forms for participants;</li> <li>• Conduct quantitative and qualitative analyses of the evaluation forms</li> <li>• Ensure proper transport and installation/ dissemination of the visibility material needed for the events;</li> <li>• Perform all other activities necessary for organisation of the events.</li> </ul>	<ul style="list-style-type: none"> <li>• Event organisation plan and checklists</li> <li>• Contact list of all suppliers (travel, accommodation, equipment, etc)</li> <li>• Email correspondence related to the organization of the events;</li> <li>• Lists of participants;</li> <li>• Lists of presenters;</li> <li>• Guiding information for the participants where necessary;</li> <li>• Transport, transfer, accommodation, etc arranged</li> <li>• Evaluation forms and reports</li> </ul>
<p>The project TAT will coordinate the activities and arrangements needed to fulfil the assignment under present ToR.,</p>	

## VI. JNKEs Qualification and skills:

### General professional experience

- University Degree relevant to the assignment;
- At least 4 years of general professional experience;
- At least 2 years of experience in the field of event management;

### Specific professional experience

- Hands-on experience in organizing conferences, seminars and workshops with/for public sector institutions on central and local level ;
- Hands-on experience in development of action and time plan related to the organisation of the events;
- Experience in organisation and coordination of simultaneous events in different locations and with different service providers

- Experience in organisation of events in four regional centres (Belgrade, Novi Sad, Nis, Kraljevo) will be considered an asset
- Teamwork, good communication skills and ability to work under tight deadlines;
- Fluency in English and Serbian language is required;

#### **VIII. Annexes**

- Project ToR
- Public Awareness Campaign Concept & Action Plan

#### **Application**

\* apply via e-mail to [stevan.stepanovic@pwc.com](mailto: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