



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):	IMPLEMENTATION OF THE MECHANISMS ON WHICH THE IMPLEMENTATION OF THE STRATEGY, ACTION PLAN AND THE ACTION PLAN OF CHAPTER 23 ARE BASED
ACTIVITY TITLE:	SUPPORT THE IMPLEMENTATION OF THE RECOMMENDATIONS TO OVERCOME THE DEFICIENCIES IN ACCORDANCE WITH PREPARED PLANS
EXPERT CATEGORY:	<b>SENIOR NON-KEY EXPERT - (1 POSITION)</b> <b>JUNIOR NON-KEY EXPERT - (1 POSITION)</b>
POSITION:	PREVENTION OF CORRUPTION EXPERT PREVENTION OF CORRUPTION EXPERT FOR STRATEGIC ANALYSIS AND PLANNING
ACTIVITY NO:	<p><b>1.3.1.5: REVIEW AND UPDATE DECISION ON GOVERNMENT'S COORDINATION BODY FOR IMPLEMENTATION OF THE NCAS AND APCH 23 RESPONSIBLE FOR COORDINATION AND MONITORING MECHANISMS CURRENTLY IN PLACE WITH AIM TO STRENGTHEN THE RESPONSIBILITIES AND POWER OF TECHNICAL AND OPERATIONAL LEVEL OF THE COORDINATION BODY.</b></p> <p><b>1.3.1.6: REVISE THE APCH23 AND PREPARE CLEAR PRIORITY LIST OF THE LAWS TO BE ADOPTED AND/OR AMENDED WITH PROPER JUSTIFICATION (INCLUDING THE EU &amp; GOVERNMENT POLICIES).</b></p> <p><b>1.3.1.7: REVIEW AND UPDATE THE REPORTING METHODOLOGY FOR IMPLEMENTING ENTITIES/BODIES THAT WILL COVER ALL DATA NEEDED FOR PREPARATION OF THE INTERIM/ANNUAL REPORTS FOR IMPLEMENTATION OF THE NACS AND APCH23.</b></p> <p><b>1.3.1.8: REVIEW AND UPDATE THE EXISTING REPORTING METHODOLOGY FOR NCAS AND APCH23 ANNUAL REPORTING WITH INTENT TO UPDATE IT IN LINE TO ASSURE THAT ANNUAL REPORTS ON IMPLEMENTATION OF THE ACTIVITIES DRIVEN FROM MENTIONED STRATEGIC DOCUMENTS PRESENT THE WHOLE AND OVERALL SITUATION FOR THE IMPLEMENTING PERIOD.</b></p> <p><b>1.3.1.9: CONDUCT UP TO 4 X HALF DAY ROUND TABLES/CONSULTATIONS ON "PRO-INTEGRITY POLICIES: DEVELOPMENT, IMPLEMENTATION, COORDINATION AND MONITORING/EVALUATION" FOR PUBLIC OFFICIAL THAT ARE CONTACT POINTS FOR NCAS AND APCH23.</b></p> <p><b>1.3.1.10: PREPARE "REVISED APCH23, CHAPTER 2-PREVENTION OF CORRUPTION".</b></p> <p><b>1.3.1.11: PREPARE QUARTAL, ANNUAL AND PROGRESS REPORTS ON IMPLEMENTATION OF THE APCH23 ACCORDING TO THE AGENDA.</b></p>
DAYS ALLOCATED:	<b>180 IN TOTAL (90 WORKDAYS FOR EACH NKE)</b>
LOCATION:	<b>SERBIA</b>
START/END OF THE TASKS	<b>AUGUST 2018 - JULY 2019</b>

## 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

Under the Project work plan Activity 1.1 the GAP analyses on implementation of the NACS its AP and AP CH23. The GAP analyses identified the deficiency in coordination and monitoring of the implementation of the mentioned strategic documents.

Performed under the overall supervision of the Team Leader and other TAT staff in close cooperation with the main Beneficiary, the contribution of the requested SNKE and JNKE will address the following activities:

Tasks	Deliverables
<b>General tasks of the SNKE and JNKE</b>	
<p>In coordination with the TL SNKE and JNKE shall be responsible for timely completion of activities under present ToR and will:</p> <ul style="list-style-type: none"> <li>• arrange the meeting needed;</li> <li>• maintain contact notes, and summaries, for project activities;</li> <li>• be responsible for other tasks according to the TL guidance and requests in accordance with the TAT requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare administrative documents/requests;</li> <li>• Meeting notes and plans prepared from consultation with the beneficiaries;</li> <li>• Progress reporting (via email or at meetings with TL)</li> </ul>
<b>1.3.1.5: Review and update decision on Government's Coordination Body for implementation of the NCAS and APCH 23 responsible for coordination and monitoring mechanisms currently in place with aim to strengthen the responsibilities and power of technical and operational level of the Coordination Body.</b>	
<p>The experts that prepared the GAP Analysis identified that the current coordination mechanisms for implementation of the APCH23 and NACS defined according to the Government decisions are not adequate for the coordination of the implementation of the strategic documents.</p>	<ul style="list-style-type: none"> <li>• Amended Draft of the Governmental decision on coordination of the implementation of the policy documents.</li> </ul>

The engaged SNKE and JNKE will be responsible to review the current mechanism and Governmental decisions defining the coordination on vertical and horizontal level of coordination.

According to the findings in close cooperation with TL and MoJ the SNKE and JNKE will prepare the draft of the amended Governmental decisions that will clearly define responsibilities of the coordination structure at horizontal and vertical level and ensure that:

- all staff members with responsibilities under the policy documents work in a collaborative and mutually reinforcing manner, preferably in an institutionalized working group/implementation team arrangement;
- the working group/implementation team is headed by a manager with sufficient knowledge and skills (either in planning, such as the Head of the Planning and Quality Control Department/Unit, or in promoting integrity, such as the Head of the Internal Control/Inspectorate Unit). The Head of the working group/implementation team should be directly accountable for the implementation of the tasks under the strategy to the senior manager/leader referred to above. He / she may also participate as a member of the support structures of the National Team (Pillar Working Groups);
- if needed reasonable resources are provided (funds, time, equipment) to the members of the working group/implementation team so that they would be able to achieve the objectives set out in the Strategy and the Implementation plan.

The draft amended Government decision shall be discussed among MoJ, SNKE, JNKE and TL.

The SNKE and JNKE will amend the draft Government decision according to the recommendations introduced by MoJ and TL.

**1.3.1.6: Revise the APCH23 and prepare clear priority list of the laws to be adopted and/or amended with proper justification (including the EU & government policies).**

The GAP Analyse identified that approximately, one fifth of the non-implemented measures from NCAS and APCH23 are relate to amendments/preparation of the laws.

The engaged SNKE and JNKE will be responsible to:

- review the APCH23 in line to prepare the priority list of the laws to be adopted and/or amended according to the time plan defined within valid strategic documents.

The list shall be considered during the preparation of the revision of the APCH23.

- Priority list of the laws to be adopted and/or amended

**1.3.1.7: Review and update the reporting methodology for implementing entities/bodies that will cover all data needed for preparation of the interim/annual reports for implementation of the NACS and APCH23.**

<b>1.3.1.8: Review and update the existing reporting methodology for NCAS and APCH23 annual reporting with intent to update it in line to assure that annual reports on implementation of the activities driven from mentioned strategic documents present the whole and overall situation for the implementing period.</b>	
<p>As identified with GAP Analyse the existing reporting methodology does not include all the necessary data that are relevant for preparation of comprehensive reports by the Agency and MoJ for the reporting of the performance of the implementation of the strategic documents for the Government and the EU.</p> <p>In this respect the SNKE and JNKE will be responsible to:</p> <ul style="list-style-type: none"> <li>• Review the existing reporting methodology;</li> <li>• Meet with the relevant implementing entities/bodies to collect data necessary for preparation of the updated methodology;</li> <li>• Prepare and introduce a new/updated methodology.</li> </ul>	<ul style="list-style-type: none"> <li>• Updated reporting methodologies</li> </ul>
<b>1.3.1.9: Conduct up to 4 x half day round tables/consultations on “Pro-integrity policies: development, implementation, coordination and monitoring/evaluation” for public official that are contact points for NCAS and APCH23.</b>	
<p>The SNKE and JNKE will be responsible to organise up to 4 half day round tables/consultations with the implementing entities/bodies to:</p> <ul style="list-style-type: none"> <li>• introduce and consult on amended Draft of the Governmental decision on coordination of the implementation of the policy documents;</li> <li>• introduce and consult on new/updated reporting methodologies;</li> <li>• to introduce and consult on revised APCH23 - chapter 2-Prevention of Corruption”;</li> </ul>	<ul style="list-style-type: none"> <li>• Round tables/consultations notes;</li> <li>• Participants lists</li> </ul>
<b>1.3.1.10: Prepare “Revised APCH23, chapter 2-Prevention of Corruption”.</b>	
<p>According to the MoJ plan on revision of the APCH23 the preparation of the revised APCH23 shall start in 4<sup>th</sup> quartal of the year 2018.</p> <p>The engaged SNKE and JNKE will be responsible to</p> <ul style="list-style-type: none"> <li>• review and analyse the quartal, progress and annual reports on implementation of the APCH23;</li> <li>• prepare draft revised APCH23 - chapter 2-Prevention of Corruption”;</li> <li>• Agree the draft document with the MoJ;</li> <li>• Amend the draft according to the recommendation of the MoJ</li> </ul>	<ul style="list-style-type: none"> <li>• Revised APCH23 - chapter 2-Prevention of Corruption”;</li> </ul>
<b>1.3.1.11: Prepare quartal, annual and progress reports on implementation of the APCH23 according to the agenda.</b>	
<p>The SNKE and JNKE will be, through duration of the mission, responsible to deliver quartal, annual and progress reports on implementation of the APCH23 according to the MoJ agenda on reporting.</p>	<ul style="list-style-type: none"> <li>• Quartal, annual and progress reports.</li> </ul>

**SNKE- PREVENTION OF CORRUPTION EXPERT****I. QUALIFICATIONS AND SKILLS****General professional experience**

- University degree in Law, Political or Social Sciences 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 desired;
- Experience in Justice sector or related fields a plus;
- Experience in providing analytical reports and assessments.
- 

**Specific professional experience**

- Previous experience in the Republic of Serbia involving rule of law beneficial;
- Experience working with Republic of Serbia state institutions an advantage;
- Excellent teamwork and communication skills;
- Fluency in English is required. Knowledge of Serbian would be considered an advantage.

**JNKE - PREVENTION OF CORRUPTION EXPERT FOR STRATEGIC ANALYSIS AND PLANNING****I. QUALIFICATIONS AND SKILLS****General professional experience**

- University degree in Law, Political or Social Sciences or related fields;
- At least 4 years in general professional experience relevant for the assignment;
- Experience in conducting of risk assessment analysis or assessment of the management process, assessment of the framework of institutions. and methodologies;
- Experience in providing analytical reports and assessments.

**Specific professional experience**

- Have hands-on previous experience on development of the strategic documents;
- Previous experience in the Republic of Serbia involving rule of law beneficial;
- Experience working with Republic of Serbia state institutions an advantage;
- Teamwork and good communication skills;
- Fluency in English is required. Knowledge of Serbian would be considered an advantage.

**Application**

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