



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 PREVENTION OF CORRUPTION IN LINE WITH THE STRATEGY AND ACTION PLAN AND THE RECOMMENDATIONS OF THE ACTION PLAN FOR CHAPTER 23 (CHAPTER 2. FIGHT AGAINST CORRUPTION).
1. EXPERT CATEGORY:	SENIOR NON-KEY EXPERT (2 POSITIONS)
1A. POSITION:	SNKE – ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT SNKE - IT PROGRAMMER
1B. RESULT (S):	RESULT 2 - PREVENTION OF CORRUPTION
1C. ACTIVITY No:	2.1.5: DEVELOP E-LEARNING WEB INTERFACE FOR GENERAL TRAINING ON CORRUPTION, INTEGRITY AND ETHICS FOR PUBLIC SECTOR AND NGO/PRIVATE SECTOR (BESIDE THE E-LEARNING INTERFACE THE WEB PORTAL SHOULD PUBLISH ALL TRAINING MATERIAL, RELEVANT OUTPUTS AND OTHER MATERIAL DEVELOPED UNDER PROJECT ACTIVITIES THAT COULD BE USED AS INFORMATION/EDUCATION MATERIAL) 2.4.7: ESTABLISHING ANTI-CORRUPTION KNOWLEDGE AND RESOURCE CENTRE FOR LSGs RELATED WITH SUB-ACTIVITY 2.1.11 SUPPORT IMPROVEMENT OF E-LEARNING WEB PLATFORMS IN ACA FOR GENERAL TRAINING ON CORRUPTION, INTEGRITY AND ETHICS FOR PUBLIC SECTOR AND NGO/PRIVATE SECTOR
1D. DAYS ALLOCATED:	60 DAYS - SNKE – ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT 40 DAYS - SNKE - IT PROGRAMMER
1E. LOCATION:	SERBIA
1F. START/END OF THE TASKS	SEPTEMBER 2018 – JUNE 2019
2. EXPERT CATEGORY:	SENIOR NON-KEY EXPERT (2 POSITIONS)
2A. POSITION:	SNKE – ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT SNKE – TRAINING SKILLS EXPERT
2B. RESULT (S):	RESULT 2 - PREVENTION OF CORRUPTION
2C. ACTIVITY No:	2.1.9: CONDUCT THE GENERAL TOT TRAINING ON “BUILDING INTEGRITY IN PUBLIC ADMINISTRATION AND LSGs INSTITUTIONS” (3 X 5 DAYS TRAININGS (3 DAYS THEORY 2 DAYS PRACTICAL COMMUNICATION TOOLS TRAINING) FOR 75 (25 PARTICIPANTS PER TRAINING) NEW TRAINERS;
2D. DAYS ALLOCATED:	20 DAYS - SNKE – ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT 12 DAYS - SNKE – TRAINING SKILLS EXPERT
2E. LOCATION:	SERBIA
2F. START/END OF THE TASKS	DECEMBER 2018 – FEBRUARY 2019
3. EXPERT CATEGORY:	SENIOR NON-KEY EXPERT
3A. POSITION:	SNKE - ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT
3B. RESULT (S):	RESULT 2 - PREVENTION OF CORRUPTION
3C. ACTIVITY No:	2.1.12: SUPPORT JUDICIAL ACADEMY TO CONDUCT 4 X 2 DAYS GENERAL TRAINING FOR JUDGES AND PROSECUTORS (OVERALL NO OF PARTICIPANTS 200 (MAX 50 PARTICIPATIONS X 4 TRAININGS)
3D. DAYS ALLOCATED:	15 DAYS
3E. LOCATION:	SERBIA
3F. START/END OF THE TASKS	MARCH – MAY 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

In regard to deliver the planned outputs under the Project Work Plan the requested Senior Non-Key Experts, performed under the overall guidance of the Team Leader will address the following activities within the implementation phase:

Tasks	Deliverables
General tasks	
1. The engaged NKEs will attend the kick-off meeting to determinate the tasks and methodology used to deliver requested outputs. NKEs will attend any other coordination meetings in regard to their tasks with Beneficiary and TL, when needed.	Short notice from the meetings.
I.	
ACTIVITY 2.1.5: DEVELOP E-LEARNING WEB INTERFACE FOR GENERAL TRAINING ON CORRUPTION, INTEGRITY AND ETHICS FOR PUBLIC SECTOR AND NGO/PRIVATE SECTOR	
ACTIVITY 2.4.7: ESTABLISHING ANTI-CORRUPTION KNOWLEDGE AND RESOURCE CENTRE FOR LSGs RELATED WITH SUB-ACTIVITY 2.1.11 SUPPORT IMPROVEMENT OF E-LEARNING WEB PLATFORMS IN ACA FOR GENERAL TRAINING ON CORRUPTION, INTEGRITY AND ETHICS FOR PUBLIC SECTOR AND NGO/PRIVATE SECTOR	
<p>1a. The NKEs will firstly study the TNA delivered under the project activity 2.1, which is the basic document that already identified the needs of the institution for developing of the e-learning material/trainings.</p> <p>1b. The NKEs will according to the TNA findings meet with relevant institutions to define models of the e-trainings (for public officials, NGO, private sector, LSG and Police), e platform used for e-learning and agree on e-learning courses to be developed.</p> <p>1c. During the meetings with the representatives of the involved institutions the NKEs shall evaluate the possibilities, that all produced e-learning training modules will be available on each of the institutions' e-platform.</p>	<p>Draft Agendas</p> <p>PowerPoint presentations, case studies, practical work assignments, etc.</p>

<p>2a. According to the agreed e-trainings the Anticorruption Institutional Capacity Building Expert will prepare the narrative part of the general training on corruption, integrity and ethics for following audiences: public officials, NGO, private sector, LSG and Police.</p> <p>2b. The narrative part of the e-learning trainings should be prepared in close cooperation with the representatives of the involved institutions – on spot coaching.</p> <p>2c. The IT – Programmer Expert will produce the e-modules of the narrative part of the training material using agreed e-platform (e.g. Moodle, etc.).</p> <p>2d. The e-modules should be produced in close cooperation with the responsible person for administration of the e-learning platform of the involved institutions – on spot coaching.</p>	E-learning material in “testing” phase for each of 5 mentioned audiences.
<p>3a. The produced e-learning platform will be tested and updated according to the results of the testing period.</p> <p>3b. Update and deliver e-learning platform.</p>	E-learning material in “production” phase for each of 5 mentioned audiences.
<p>4. The NKEs will conduct at least 2 x 1 day practical trainings for the responsible persons within the targeted institutions on Developing of the e-training material (narrative part and using of the e-modules (e.g. Moodle).</p>	
II.	
ACTIVITY 2.1.9: CONDUCT THE GENERAL ToT TRAINING ON “BUILDING INTEGRITY IN PUBLIC ADMINISTRATION AND LSGs INSTITUTIONS” (3 X 5 DAYS TRAININGS (3 DAYS THEORY 2 DAYS PRACTICAL COMMUNICATION TOOLS TRAINING) FOR 75 (25 PARTICIPANTS PER TRAINING) NEW TRAINERS;	
<p>1a. Adapt the training methodology and curricula on Ethic and Integrity developed by ACA and training curricula delivered under the project Activity 2.1.1.1 if needed.</p> <p>1b. Prepare and deliver all training material needed.</p>	<p>Draft Agendas</p> <p>PowerPoint presentations, case studies, practical work assignments, lecturer skills, etc.</p> <p>Training evaluation methodology</p>
<p>2. In cooperation with the Project TAT and ACA prepare the list of invitees.</p>	Indicative lists of invitees.
<p>3. Conduct three (3) five days (5) trainings of trainers according to the agreed methodology/curriculum on Ethic and Integrity.</p>	Training participants lists.
<p>4. Prepare common report on conducted trainings. The report should include the observations and recommendation for the trainings organised in to the future.</p>	Training Mission Report.
III.	

ACTIVITY 2.1.12: SUPPORT JUDICIAL ACADEMY TO CONDUCT 4 X 2 DAYS GENERAL TRAINING FOR JUDGES AND PROSECUTORS (OVERALL NO OF PARTICIPANTS 200 (MAX 50 PARTICIPATIONS X 4 TRAININGS))	
1a. In cooperation with the JA and TAT adapt the existing curricula if needed. 1b. Prepare and deliver all training material needed.	Draft Agendas PowerPoint presentations, case studies, practical work assignments, lecturer skills, etc.
2. In cooperation with the Project TAT organise above- mentioned training.	Indicative lists of invitees.
3. In cooperation with Judicial Academy Activity conduct four (4) two days (2) days trainings for judges and prosecutors.	Training participants lists.
4. Prepare common report on conducted trainings. The report should include the observations and recommendation for the trainings organised in to the future.	Training Mission Report.
The project TAT will coordinate the activities and arrangements needed to fulfil the assignment under present ToR.,	

III. Qualification and skills:

SNKE - ANTICORRUPTION INSTITUTIONAL CAPACITY BUILDING EXPERT

General professional experience

- University degree in Law, Political or Sociological Science or in area relevant to the present assignment;
- At least 7 years in general professional experience relevant for the assignment;
- Experience on delivering of trainings and capacity building at the fields of corruption, Ethics and Integrity;

Specific professional experience

- Have hands-on experience working on prevention of corruption with NGO sector;
- Have hands-on previous experience in similar projects;
- Teamwork and good communication skills;
- Fluency in Serbian and English is required.

SNKE – IT Programmer

General professional experience

- University degree in ICT or related field required;
- At least 7 years of general professional experience relevant for the assignment;

Specific professional experience

- Have hands-on experience in programming with the e-learning platforms (e.g. Moodle, etc.);
- Teamwork and good communication skills;
- Fluency in Serbian and English is required.

SNKE – Training Skills Expert

General professional experience

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

- Experience on delivering of trainings for trainers on communication skills, training development methodology, training techniques, etc.;
- Experience in designing and delivering of trainings;

Specific professional experience

- Have hands-on experience working on prevention of corruption at the field of the NGOs;
- Teamwork and good communication skills;
- Fluency in Serbian and English is required.

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