**Guide for Roster of Pre-vetted Experts in the Area of Anti-corruption**

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# Background

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization which deals solely with anti-corruption issues and with a mission to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices.

RAI Secretariat frequently engages independent experts from different fields to provide expertise on specific projects and programmes.

The main purpose of establishing a Roster of pre-vetted experts (hereafter Roster), is to facilitate the process of identification of possible trainers and experts for a given topic or specific area of expertise for the needs of RAI Secretariat or at a request of its members and partners.

The Roster is established to facilitate the appointment of experts for a particular short-term assignment of a project or consultancy, under individual service contract and for pay, which includes an expert fee and other assignment-related expenses.

In line with the provisions of Office Policies Manual, section 3.3.11 “Roster of pre-vetted experts”, RAI Secretariat developed a Guide for Roster of pre-vetted experts.

The Guide regulates the main rules and principles of the Application process, conditions and the procedure for enrolment to the Roster, determines criteria against which Applicants will be evaluated, along with the Call for Roster of pre-vetted experts, maintenance and update of the Roster, appointment of experts for particular assignments for the need of particular project or consultancy.

# Definition of Terms and Conditions

Expert

An expert is a physical person who is a recognized authority or a specialist in a specific field, engaged as a consultant to deliver the expert service required by the RAI Secretariat.

An experts’ engagement is not considered an employment, as prescribed in the [RAI Office Policies Manual](http://www.rai-see.org/wp-content/uploads/2019/11/20191002-1-Office_Policies_Manual-Adopted-Clean-Version-FINAL.pdf).

Short-term expert engagement may be home-based or it may require travel as a part of the assignment.

Pre-vetted

Pre-vetted are those experts who expressed their interest in being considered for future consultancy opportunities with RAI who have undergone an evaluation by the RAI Secretariat Evaluation Committee.

The assignment

The assignment will correspond to the specified expertise required either by the RAI Secretariat or by one of its partner(s). Relevant pre-vetted expert(s) will be contacted with the offer to complete the specified assignment and if terms of engagement are agreed by both parties, the contract for the specified assignment will be concluded.

Removal from the Roster

An expert will be removed from the Roster due to dishonesty, failure to deliver in his or her previous assignments contracted by RAI or for reasons of his/her permanent unavailability.

# General information

Once included in the Roster, a pre-vetted expert can be selected for individual assignments corresponding to the RAI Secretariat’s needs or the needs of RAI’s partners.

Based on submitted applications for the Roster, RAI Secretariat will establish and maintain the database of experts. The database will be regularly updated with new information provided by experts and with experts’ performance evaluations from individual assignments contracted through the Roster.

# Selection Process

## Evaluation Committee

RAI Secretariat Evaluation Committee will conduct the procedure for the selection and evaluation of experts to be enrolled in the Roster.

Experts can apply to the Roster for a single or multiple areas of expertise, indicated in the **Annex 1** of this Guide.

* 1. **Requirements**
1. **Minimum Qualifications**
* University degree in Law, Criminal Justice, Political Science, Security studies, Social Sciences, International Relations or other specific area of expertise for which the expert is applying;
* Advanced university degree is required for all key or senior expert assignments.
1. **Work Experience**

Requirements concerning work experience and skills will differ based on the specific assignment, but as a general rule, candidates with the following minimum experience are encouraged to apply:

* at least 10 years of demonstrable, in-depth work experience in the required field or fields of expertise;
* professional experience with international organizations or bodies with anti-corruption competences;
* solid knowledge of international anti-corruption standards;
* theoretical and practical experience in designing, implementing, and/or monitoring and evaluating interventions with specific focus on the selected expert area;
* substantive and technical experience in inter-agency coordination, experience working with governments and civil society organisations;
* experience in capacity development and training;
* excellent and demonstrable drafting and formulation skills with a track record of producing and publishing reports or papers/studies in specified fields;
* in-depth knowledge and consultancy expertise in research and policy analysis;
* knowledge of the SEE region and experience working in the region is considered an advantage.
1. **Language and Computer Skills**
* fluency in written and spoken English;
* knowledge of one or more RAI member states’ official languages is an asset;
* computer skills necessary for the typical assignments in the specified field(s).
1. **Core Competences**
* strategic vision, understanding of fundamental concepts and principles of a professional discipline or technical specialty;
* strong analytical capabilities and writing skills;
* ability to work in the team, develop and establish effective working relations with a multitude of diverse stakeholders;
* facilitating and encouraging open communication in the team, communicating effectively;
* extremely high level of independence, integrity and impartiality;
* negotiation skills;
* conflict management skills;
* sensitivity and adaptability to cultural, gender, religious, and nationality considerations;
* flexibility to change and openness to receiving/integrating feedback;
* ability to work under pressure and in stressful situations;
* ability to manage heavy workload and solve complex problems with limited supervision;
* result and solution oriented;
* ability to apply innovation and creativity to problem-solving, for informed and transparent decision making;
* demonstrating/safeguarding ethics and integrity;
* maximum utilisation of available resources.
	+ 1. **Documents and Information that Must Be Included in the Application**

Interested experts must submit the following documents/information in English to demonstrate their qualifications:

* A Curriculum Vitae encompassing all elements indicated in Annex 2 of this Guide, including:
	+ indicated field(s) of expertise;
	+ track record of producing and publishing papers/studies in specified applied areas;
* A motivation letter describing how the applicant meets the requirements of the expected services for specified field(s) of expertise is needed;
* At least two professional letters of reference. The letters must, at least, address expert’s consultancy performance and training performance.

***All documents should be submitted in English language and electronically.***

# Application procedure for Call for Roster of pre-vetted experts (Annex 11.9 to the RAI Office Policies Manual)

This Call for Applications is open for experts of all nationalities, with the focus on experts with experience in RAI member and observer states.

The Applicant may be either a physical or a legal person.

The deadline for applications of the Roster of pre-vetted Experts is September 15, 2020. The Roster, once established, will be updated on annual basis, based on a repeated call for applications.

When applying for Roster, applicants should provide RAI with all documents indicated in section 2.2.1 of this Guide, including all information indicated in Annex 2 – Mandatory elements of the Curriculum Vitae.

Applications and supporting documents shall be submitted to the RAI Secretariat via the following email address: vacancy@rai-see.org.

* 1. **Criteria for Removal**

The removal of an expert from the Roster will be considered in the following cases:

* if a statement provided by the expert in his/her Application is false, or
* if the expert becomes permanently unavailable for the engagement on assignments, or
* if the expert receives an unsatisfactory evaluation for the previous assignment contracted by RAI.

* 1. **Principles for the Selection Procedure**

RAI will enrol experts in the Roster on the basis of competition and equal opportunities based on their qualifications, experience and skills, without favouritism and with respect to basic principles of the selection procedures of the RAI Secretariat staff, as prescribed in RAI [Office Policies Manual](http://www.rai-see.org/wp-content/uploads/2019/11/20191002-1-Office_Policies_Manual-Adopted-Clean-Version-FINAL.pdf).

RAI is committed to building a roster of experts which is based on the principle of non-discrimination on either ground (gender, nationality etc.) and which is a reflection of its expert needs in the fight against corruptions. That said RAI encourages applications from all sectors: private sector, public sector, civil society and academia.

* 1. **Evaluation methodology**

Incomplete applications (see section 2.2.1 of this Guide) will not be considered beyond the initial screening process.

Experts shall be vetted on the basis of knowledge, experience and skills presented and substantiated in their applications.

Applicants shall be screened against qualifications and competencies specified in their Application.

The applicants for the Roster will be evaluated against the following criteria and scores:

* Relevant experience and qualifications (25%),
* Specific experience in the area for which the applicant has applied for, including previous assignments and performance with international and other organisations (25%),
* Consultancy and training performance evaluation, as supported by professional letters of reference (20%),
* Writing skills, assessed based on publications / articles included in the CV (see Annex 2 – Section 11 of this Guide) (20%) and
* Relevant experience in RAI member and observer countries (10%).

All experts enrolled in the Roster will be notified by the RAI Secretariat following the completion of the vetting process.

* 1. **Duties and responsibilities of the experts**

Experts enrolled in the Roster will be expected to provide the services of the highest quality and to the highest professional standard. In parallel, the expert enrolled in the Roster will have to fulfil the specific obligations negotiated in the individual contract with RAI or its partners.

Experts enrolled in the Roster bear individual responsibility for the quality of services rendered.

Experts enrolled in the Roster shall inform RAI Secretariat about any subsequent changes to the information provided in their application, as well as about their availability for potential assignments.

# Contracting Arrangements

Experts enrolled in the Roster will be contacted when opportunities for professional engagement arise. Experts will be contacted directly by the RAI Secretariat using the email address provided in their Application, when RAI Secretariat or one of its partners require specific expertise.

Enrolment into the Roster does not guarantee the offer of the contract.

Detailed terms of reference describing the work to be performed will be prepared for each individual assignment. The terms of reference shall include functions to be performed and deliverables. The outputs and functions shall be specific, measurable, attainable, result-based and time-bound.

Conditions of a particular assignment, including the financial proposal may be negotiable. Each contract will include the following elements: terms of reference, travel requirements and schedule (if any), the maximum number of work days and the planned calendar. Each contract will enter into force once it has been signed by both parties.

For particular assignments, experts would be invited to submit the proposed methodology and the financial offer.

If the assigned expert does not accept the engagement, another relevant expert from the Roster will be offered the assignment.

Experts enrolled in the Roster will be evaluated against the criteria set forth in individual contracts. Evaluation information from individual assignments will be kept in Expert’s personal file and used for the needs of the RAI evaluation processes.

# Annex 1 – Non-exhaustive list of fields of expertise (and sub-expertise areas)

1. Strategic development and planning of anti-corruption strategies and action plans
	1. Monitoring, evaluation, reporting
		1. Corruption risk assessment
		2. Corruption proofing of legislation
2. Ethics and integrity in the public sector and specific areas (security sector, judiciary, public administration)
3. Ethics and integrity in private sector/ business integrity
4. Conflict of interest
5. Whistleblowing
6. Political party funding
7. Corruption in certain sub-fields of public sector (sport, education, health, security sector, judiciary, public administration, etc.)
8. Corruption in public procurement
9. Surveys on perception of corruption
10. Investigation, prosecution, adjudication of organized crime, corruption and money laundering
11. Financial investigation, forensic accounting, asset recovery, confiscation
12. Other fields relevant to the fight against corruption (e.g. transparency, personal data protection, good governance and similar)

# Annex 2 – Mandatory Elements of the Curriculum Vitae

1. Personal and contact information
2. Family name:
3. First names:
4. Date of birth:
5. Nationality:
6. Place of residence / Location:
7. Contact information (email, telephone and skype):
8. Education

|  |  |
| --- | --- |
| Institution | Degree(s) or Diploma(s) obtained:  |
|  |  |
|  |  |

1. Language skills

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGE | READING | SPEAKING | WRITING |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Other skills
2. Fields of expertise and sub-expertise areas (please, fill the checkbox for each applicable field of expertise) – corresponding to Annex 1 of the Guide

| **No** | **Field of expertise**  | **Check** |
| --- | --- | --- |
| 1 | Strategic development and planning of anti-corruption strategies and action plans |  ☐ |
| 1.a. | Monitoring, evaluation, reporting |  ☐ |
| 1.a.i | Corruption risk assessment  |  ☐ |
| 1.a.ii | Corruption proofing of legislation |  ☐ |
| 2 | Ethics and integrity in the public sector and specific areas (security sector, judiciary, public administration) |  ☐ |
| 3 | Ethics and integrity in private sector/ business integrity |  ☐ |
| 4 | Conflict of interest |  ☐ |
| 5 | Whistleblowing |  ☐ |
| 6 | Political party funding |  ☐ |
| 7 | Corruption in certain sub-fields of public sector (sport, education, health, security sector, judiciary, public administration, etc.) |  ☐ |
| 8 | Corruption in public procurement |  ☐ |
| 9 | Surveys on perception of corruption |  ☐ |
| 10 | Investigation, prosecution, adjudication of organized crime, corruption and money laundering |  ☐ |
| 11 | Financial investigation, forensic accounting, asset recovery, confiscation |  ☐ |
| 12 | Other (please specify and add rows as needed) |  ☐ |

1. Professional experience

(each item should include period, location, organisation, reference person, position and brief description of tasks and responsibilities)

1. Key Anti-Corruption Experience

|  |  |
| --- | --- |
| Position with brief description of tasks | Period |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Specific (anti-corruption) experience in the RAI member and observer countries:

|  |  |
| --- | --- |
| Country | Date from - Date to |
|  |  |
|  |  |
|  |  |
|  |  |

1. Membership of professional bodies
2. Membership of regional and international organizations and initiatives
3. Publications / articles (please include URLs where available)
4. Workshops/conferences

|  |  |  |  |
| --- | --- | --- | --- |
| Event title | Organised by | Dates | Role / capacity |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *(add rows as needed)* |  |  |  |

1. Availability

|  |  |
| --- | --- |
| Type of assignment | Availability |
| Home-based | ☐ |
| Travel | ☐ |
| Training | ☐ |

1. Statements

Hereby, I the undersigned,

* certify that all the information provided above is accurate
* certify that I have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering;
* certify that I have not received a judgment with res judicata force, finding an offence that affects his/her professional integrity or serious professional misconduct;
* provide the RAI with my written consent for processing and sharing my professional data with third persons;
* accept the RAI Code of Conduct (as prescribed in [RAI Office Policies Manual](http://www.rai-see.org/wp-content/uploads/2019/11/20191002-1-Office_Policies_Manual-Adopted-Clean-Version-FINAL.pdf)) and will abide by it in the course of all assignments offered by RAI and its partners.

Date Signature

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