

## United Nations Associate Experts Programme



### TERMS OF REFERENCE

#### Associate Expert in preventing and combatting corruption in Francophone Africa (JPO) INT-175-16-P100

Please indicate if this ToR supersedes a previously submitted ToR for the same position: YES  NO

#### **I. General Information**

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Title:

Associate Expert in Crime Prevention and Criminal Justice (Anti-Corruption)

Sector of Assignment:

Preventing and combatting corruption in support of SDG 16, with a focus on Francophone Africa

Organization/Office:

United Nations Office on Drugs and Crime (UNODC), Division for Treaty Affairs, Corruption and Economic Crime Branch, Implementation Support Section (ISS/CEB/DTA).

Duty Station:

Vienna, Austria

[Non-Family Duty Station: yes  / no

Date Required:

September 2019

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

#### **II. Supervision**

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Direct Supervision by: Ms. Candice Welsch, in coordination with the Chief of the Conference Support Section (for activities related to country reviews)

Title of Supervisor: Chief, Implementation Support Section, Corruption and Economic Crime Branch (ISS/CEB)

Content and methodology of supervision: The Associate Expert will work in the Corruption and Economic Crime Branch, a highly experienced team of more than 25 experts supporting the implementation of the United Nations Convention against Corruption by undertaking country reviews and providing technical advisory services and training to countries around the world on anti-corruption policy, legislation, institution building, capacity development, and other technical assistance. The Associate Expert will be mentored by senior staff including anti-corruption advisors while receiving direct supervision by the Chief of Section.

Establishment of a Work Plan: During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the Associate Expert and his/her supervisor.

The Chief of the Implementation Support Section as the First Reporting Officer for the Associate Expert will assure the overall guidance and the integration of the Associate Expert in the day to day operations of the Branch, along with other senior staff in the Section and in coordination with the Chief of the Conference Support Section for activities related to country reviews.

The supervision will be based on the final work plan and entail discussions and regular guidance on how to accomplish the work goals as well as the review of all products and periodic informal and formal assessment (e-performance) of the Associate Expert's performance.

The Associate Expert will participate in missions to get fully involved in the technical assistance support provided by ISS, with a focus on support of States parties in the follow-up to review recommendations as well as other technical assistance activities of the Branch. Training and peer-learning will be encouraged to further develop the skills and knowledge of the Associate Expert.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance. The Associate Expert will also attend weekly team meetings where regular progress will be assessed.

### **III. Duties, Responsibilities and Output Expectations**

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Within assigned authority, the Associate Expert will provide professional support to CEB and carry out a range of functions to support States parties in the implementation of the United Nations Convention against Corruption (UNCAC). With 186 States parties, UNCAC has almost attained universal adherence. Almost all States in Africa are States parties to the Convention, including all francophone African countries.

With the adoption of the Sustainable Development Goals (SDGs), there has been renewed and strengthened recognition that the prevention and fight against corruption are crucial not only for the achievement of SDG 16, but for the whole 2030 Agenda for Sustainable Development. As countries are seeking to implement SDG 16 and UNCAC, the demand for advisory services in the field of anti-corruption continues to increase.

Two-thirds of the countries that have completed their reviews of implementation of UNCAC under the first and second cycles have identified thousands of technical assistance needs. Moreover, the country review reports have made important recommendations that require appropriate support in order to be fully implemented. Technical assistance is particularly in demand in Francophone Africa.

ISS/CEB provides follow-up technical assistance to States parties to address the outcomes of the reviews, as well as to support efforts to prevent and combat corruption. Assistance provided may include strengthening legislative and policy frameworks as well as anti-corruption bodies, building capacity, and reinforcing national and international coordination. Broader assistance in anti-corruption may address emerging trends or cross-cutting issues such as asset disclosure, integrity in the judiciary and criminal justice institutions, anti-corruption education, cooperation with the private sector, preventing violent extremism, corruption related to wildlife crime, sports integrity, etc. This workload is challenging, but also offers a unique and interesting opportunity for substantive and programmatic input to diverse fields of work.

Specific areas of thematic focus will be determined as relevant at the time of the initial appointment. The Associate Expert's geographical focus will be on Francophone African countries, notably in West Africa, Central Africa and North Africa. This will be reflected in the incumbent's work plan.

The Associate Expert will support the Corruption and Economic Crime Branch Implementation Support Section and Conference Support Section in UNODC Headquarters in Vienna. This will give the Associate Expert both experience with technical assistance projects in the field, as well as experience in Secretariat functions such as supporting country reviews under the UNCAC review mechanism and servicing the UNCAC Conference of the States Parties and its subsidiary bodies. As such, the Associate Expert will receive a well-rounded experience in terms of preventing and combatting corruption through UNODC's mandate.

In particular, the incumbent will be responsible for the following tasks:

- **Support UNODC technical assistance delivery at global, regional and country levels, particularly in relation to Francophone Africa, in the area of preventing and combating corruption in support of SDG 16:** Support the conceptualisation, organization and delivery of expert group meetings, workshops, trainings and other events to strengthen capacities of global, regional and national partners; review legislation, policies and technical measures in line with the UNCAC; prepare and participate, as required, in needs assessment missions or programming missions; support the design, planning and implementation of technical assistance projects; provide technical assistance upon request to countries in the area of anti-corruption (delivery of training, legal advice, etc.); liaise with UNODC field offices and other substantive sections in order to support their activities and improve internal collaboration and synergies.
- **Support the Mechanism for the Review of Implementation of UNCAC:** Conduct legal research into States' efforts for implementing UNCAC; analyze information and present findings for internal review; assist in the preparation of relevant documents in the framework of the UNCAC Implementation Review Mechanism, in particular country review reports, thematic implementation reports, regional supplementary addenda and executive summaries; assist in the review of relevant legal documents, instruments, or other material identifying important issues, similarities and inconsistencies; liaise on substantive issues with counterparts in UNODC, both in Vienna and in the field, officials of other UN organizations and specialized agencies; and representatives of governments, IGOs and NGOs to obtain and exchange relevant information; in particular, liaise with other existing regional or sectoral anti-corruption review mechanisms.
- **Support data-collection and knowledge sharing initiatives of ISS/CEB:** Collect and analyse data on technical assistance needs, stemming from the UNCAC country reviews and ad hoc requests by clients; compile and assess national policies and practices, carry out comparative analysis of data, conduct surveys, monitor project implementation, analyse and evaluate data obtained to identify trends, efficiency gains, and new avenues for improved programming in support of the implementation of SDG 16.
- **Support the development of technical assistance tools and training material:** Contribute substantive input through research, analysis and drafting for tools and publications developed by senior staff to assist States' implementation of the Convention, prepare terms of reference for consultants, review draft documents submitted by consultants, contribute to the substantive and logistical preparations of expert group meetings, identify experts, and liaise with relevant stakeholders.
- **Servicing the governing bodies:** Support the preparation of documentation and records for meetings of the governing bodies, in particular, the Conference of the States Parties to the United Nations Convention against Corruption, its Working Group on Prevention and the Implementation Review Working Group.
- **Contributing to standard tasks of ISS/CEB:** Provide substantive input to the preparation of research and policy papers, prepare and coordinate briefing notes and background papers, initiate and coordinate outreach activities.
- **Building partnerships with UN and other relevant agencies and organizations:** Participate in consultations with partners on anti-corruption reform, preparing and making presentations on assigned subjects; facilitating liaison and developing synergies.
- **Support to UNODC field offices, particularly in relation to Francophone Africa:** Assist in the operational implementation of anti-corruption activities on the ground and the work of the regional anti-corruption adviser, including, as required, liaise with government counterparts, relevant UN and other international agencies including local civil society organizations, participate in local/regional meetings and trainings, support the

facilitation of missions of CEB staff and consultants; ensuring timely project reviews, monitoring and implementation of related reporting activities; perform detailed substantive analysis on the tasks undertaken for the fulfilment of the projects.

- Carrying out other tasks as assigned.

#### **IV. Qualifications and Experience**

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##### Education:

Advanced university degree in law, public administration, criminology, economics, international relations or a closely related field, preferably with a specialization in international law and/or criminal law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

##### Work experience:

A minimum of two years of progressively responsible experience in an area related to crime prevention and criminal justice, preferably with a focus on anti-corruption.

Knowledge of the work of the United Nations in crime prevention and criminal justice, in particular substantive knowledge of the United Nations Convention against Corruption highly desirable.

Experience in international development and technical assistance projects is highly desirable, particularly in Africa.

Internships can be counted at 50% if they were full time and are regarded as relevant professional experience (remuneration is not the determining factor).

##### Languages:

Fluency (both oral and written) in English and French is required for this position;

Working knowledge of another UN official language is an advantage.

##### Other skills:

Experience in data collection, statistics and analysis and/or the provision of technical assistance, including legal advice.

##### UN competencies:

- **Professionalism:** Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and

actions as necessary; uses time efficiently.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **V. Learning Elements**

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The Associate Expert will be involved in the implementation of specific mandates and programmes of the United Nations Office on Drugs and Crime. Through the assignments, the Associate Expert will gain substantive knowledge of the working of the policymaking and normative structures the United Nations system, particularly in relation to anti-corruption matters as well as the 2030 Agenda on Sustainable Development.

In addition, the Associate Expert will gain hands-on experience in the process of linking the policy and normative mandates with the provision of technical assistance by the United Nations and the process of the development, coordination and implementation of technical assistance projects.

The experience will be comprehensive in a unique manner, as the Associate Expert will support both the conceptualization, planning and coordination of activities in Headquarters, as well as the organization and implementation of technical assistance activities on the ground.

The Associate Expert will furthermore gain some experience in programme monitoring and management, knowledge sharing, delivering technical assistance, global level research and analysis, in preparing various policy and programme documents, and drafting reports and technical tools for a diverse range of stakeholders and clients.

On completion of the assignment, the Associate Expert will have/be able to:

- Formulate and implement technical assistance initiatives;
- Work experience at HQ and experience in linking policy decision of governing bodies with the provision of technical assistance at the field level;
- Prepare research, policy and programme documents;
- Provide substantive assistance in the preparation, background documentation and servicing of intergovernmental bodies and expert groups;
- Carry out country reviews under the Implementation Review Mechanism;
- Deliver well-reasoned and clearly written recommendations, opinions and identification of issues on assigned topics in the field of anti-corruption;
- Provides substantive inputs on matters related to the implementation of the United Nations Convention against Corruption.

## **VI. Background Information**

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### **Substantive background:**

In its resolution 55/61 of 4 December 2000, the General Assembly recognized that an effective international legal instrument against corruption was desirable and upon negotiations by an Ad-Hoc Committee adopted the **United Nations Convention against Corruption (UNCAC)** in October 2003. Since its adoption, the Convention has been ratified by 186 States parties and has thus become the only truly global legal framework for the prevention of and fight against corruption. To review its implementation by States parties, the Conference of States Parties to the United Nations Convention against Corruption established in 2009 a peer-review mechanism, the **Implementation**

**Review Mechanism (IRM).** Under the first cycle States parties reviewed their implementation of measures for criminalization, law enforcement and international cooperation. From 2016 onwards, measures for prevention and asset recovery are under review. The outcomes of the IRM are country reports with specific recommendations and identified technical assistance needs per country.

The importance of the fight against corruption and the tremendous adverse effects of corruption on sustainable development, peace and security and the rule of law have received increased attention by the international community during the last decade and culminated in the inclusion of anti-corruption targets under **SDG 16**. UNODC, within its mandate, supports the prevention and fight against corruption and seeks opportunities to leverage integrity, accountability, transparency and oversight as well as strong justice sector institutions for the achievement of the whole 2030 Sustainable Development Agenda.

#### **Institutional background:**

The United Nations Office on Drugs and Crime (UNODC) is established to implement the Organization's Drug Programme and Crime Programme in an integrated manner, addressing the interrelated issues of drug control, crime prevention and international terrorism in the context of sustainable development and human security.

The United Nations Office on Drugs and Crime is organized into four Divisions: The Division for Treaty Affairs, the Division for Operations, the Division for Policy Analysis and Public Affairs and the Division for Management.

Within the Division for Treaty Affairs, the overall substantive and implementation responsibility and functions relating to UNODC mandates against corruption and economic crime (e.g. fraud and identity related fraud) are vested with the **Corruption and Economic Crime Branch (CEB)**. The Branch performs both normative work and operational work, as well as performs the functions of Secretariat to the Conference of the States Parties to UNCAC, the Implementation Review Mechanism and its subsidiary bodies. CEB is assisting Member States in implementing the Convention, supports the Implementation Review Mechanism and follow-up activities to respond, upon request, to technical assistance needs of States parties to implement the recommendations coming out of the review mechanism.

CEB works towards four key goals to support the prevention and fight against corruption:

- Legal, regulatory, policy and institutional frameworks address corruption risks and are in line with international standards
- Capacities (human and organizational) to implement laws and procedures to prevent and combat corruption exist in all sectors
- Policymakers, practitioners and other stakeholders use knowledge on corruption and anti-corruption
- Stakeholders support the effective implementation of UNCAC and leverage political will

The **Implementation Support Section (ISS)** is mainly focused on the provision of technical assistance to States parties to strengthen the implementation of measures to prevent and combat corruption, in accordance with UNCAC. Assistance is carried out at global level from HQ, through the regional anti-corruption advisers and, in a small number of cases, through country level programmes.

Further background information on the work of UNODC and CEB is available at the UNODC's web site <http://www.unodc.org/unodc/en/corruption/index.html>