

## **RECRUITMENT OF A SHORT-TERM CONTRACTOR TO DEVELOP A PAPER ON LESSONS LEARNED, BEST PRACTICES AND OTHER IMPLICATIONS IN ANTI CORRUPTION FROM COVID-19 AMONGST SADC MEMBER STATES**

### **TERMS OF REFERENCE (TOR) 83380893 ANNEX 1**

#### **1. Introduction / Background**

SADC is a Regional Inter-Governmental Organisation comprising 16 Southern African countries, headquartered in Gaborone, Botswana. SADC's mission is to promote sustainable and equitable economic growth and socio-economic development through efficient, productive systems, deeper co-operation and integration, good governance, and durable peace and security. The SADC Programme of Action is outlined in the Regional Indicative Strategic Development Plan (RISDP) (2020-2030).

#### **1.2 Current situation in the sector**

The Corona Virus outbreak which was declared as a pandemic by the World Health Organization (WHO) in March 2020, has negatively impacted economies and communities across the globe. As the pandemic swept across the globe, countries implemented a raft of measures such as travel restrictions, lockdowns, public health regulations, social distancing among others so as to curb the spread of the virus. The new normal that is severely impacted the capacity for Law enforcement including Anti-corruption agencies to operate and maintain cross border cooperation. It thus brought unprecedented and unique challenges to law enforcement as whole and specifically to the fight against corruption.

The fight against corruption in the SADC Region has also been negatively impacted. Responding to the challenge that Covid 19 has unleashed on this sector will require concerted efforts from various stakeholders. To effectively do that there is need to take stock of what happened, how agencies handled it and continue to deal with the after effects, what agencies did well and can be shared and how they can cooperate at regional level going forward to among other things enhance their preparedness.

### **2.0 OBJECTIVE, PURPOSE & EXPECTED RESULTS**

#### **2.1 Overall objective**

The overall objective of the assignment is to develop an Analysis Paper that will highlight Lessons that SADC Member States have learned as well as highlight Best practices and other implications on Anti-corruption from Covid-19. Specifically, the assignment will:

- I. Conduct an assessment on the corruption related challenges encountered by Member States arising from the Covid 19 situation and in which sectors and activities.

- II. How the Covid 19 crisis negatively impacted Anti-Corruption efforts in SADC region.
- III. Assess consequences from this impact and its immediate and future implications on Regional Anti-Corruption efforts
- IV. Document the interventions used to adapt or mitigate the negative impact of Covid 19 to Anti-Corruption efforts in SADC region.
- V. Distil lessons learned and best practices to provide valuable information for the future.
- VI. propose interventions and other measures that can help address on-going challenges faced and also enhance preparedness of the Anti-Corruption sector in future.

## 2.2 Results to be achieved by the Contractor

**Result 1:** Prepare and Submit an Inception Report.

**Result 2:** Review relevant key background documentation crucial to the undertaking the assessment and undertake consultations virtually with Member States, specifically Anti-Corruption agencies and other identified key stakeholders with support from the SADC Secretariat.

**Result 3:** Submit a Draft paper for review and comments by Secretariat and Member States.

**Result 4:** Submit the Final Paper for consideration by SACC.

## 3.0 ASSUMPTIONS & RISKS

### 3.1 Assumptions underlying the project

- SADC Member States will fully cooperate, support and provide the contractor with the necessary inputs timely to complete the assignment within the envisaged timeframe.

### 3.2 Risks

- Slow responses from Member States in providing inputs required by for this assignment may delay completion of the assignment leading to possible time and cost overruns.

## 4.0 SCOPE OF THE WORK

### 4.1 General

### 4.2 Description of the assignment

- a) Prepare a short Inception Report of maximum 10 pages to be produced after 2 weeks from the start of implementation. The report shall outline the contractor's understanding of the assignment and its Terms of Reference. It will elaborate what activities the contractor proposes to take to achieve the objectives of the assignment, the proposed methodology and associated timeframes for gathering

the background information to develop the paper. It will also outline their proposed work plan. The contractor will proceed with their work after the contracting authority approves the inception report.

- b) Undertake data collection: The contractor will undertake a detailed review of relevant background documentation. The contractor will also undertake consultations with Member States, specifically Anti-Corruption agencies, staff in the SADC Secretariat and other key stakeholders such as relevant ICPs, regional Anti-corruption players. Consultations will be done virtually and the contractor will be assisted by the SADC Secretariat.
- c) Submit a Draft Analysis Paper for Comments. The Paper will address the following critical issues among others: the impact that Covid 19 has had on both Member States and Regional efforts in fighting corruption, what challenges Covid 19 brought, in which sectors and activities, How the Anti-Corruption agencies were negatively affected, what impact has resulted from this both immediate and the medium to long term, how Member States adapted, what some of the best practices were which others can learn from, How prepared Anti-corruption agencies are for the future to respond to similar challenges, what the challenges are, what can be done at regional level etc. The Paper will be circulated to comments to Member States as well.
- d) Submit the Final Analysis Paper after incorporating comments from the Secretariat and Member States for consideration by SACC in 2022.

### **4.3 Geographical area to be covered**

The Analysis Paper is meant to cater for all the sixteen SADC member states which are: *Republics of Angola, Botswana, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia and Zimbabwe, Democratic Republic of Congo (DRC), the Kingdoms of Eswatini and Lesotho, Union of Comoros and the United Republic of Tanzania.*

### **4.4 Target groups**

The primary target groups for this assignment will be the SADC Member States, specifically Anti-Corruption agencies in the SADC Region.

### **4.5 Project management**

#### **4.5.1 Responsible body**

The Public Security Sector within the Directorate of Organ on Politics Defence and Security Affairs will be responsible for managing the consultancy.

#### **4.5.2 Management structure**

The contractor shall perform the assigned tasks under the guidance and direct supervision of the Senior Officer of the Public Security Sector at the SADC Secretariat.

## **5.0 LOGISTICS AND TIMING**

### **5.1 Location**

The contractor will operate remotely through virtual contacts with the SADC Secretariat in Gaborone, Botswana including during the Inception meeting.

### **5.2 Start date & period of implementation of tasks**

The intended start date is 1<sup>st</sup> June 2021 and the period of implementation of the contract will be 30 days to complete. Please see Articles 2.1, 2.3 and 2.4 of the special conditions for the actual start date and period of implementation.

## **6.0 REQUIREMENTS**

### **6.1 Staff**

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### **6.2 Key experts**

The contractor should:

- a) Have a Post-graduate qualification in a relevant field (preferably Governance, Anti-Corruption, legal, Social Science or related fields)
- b) Have knowledge and at least 10 years of demonstrable experience working on and analysing Governance and/or specifically Anti-Corruption issues in the SADC Region.
- c) Knowledge of /previous work experience working with Anti-corruption agencies and stakeholders in the SADC Region or doing impact assessments specifically in Governance issues will be an advantage.
- d) Have excellent analytical and report writing skills.
- e) Be Proficient in verbal and written English Language. Knowledge of Portuguese or French will be an added advantage.

### **6.3 Other experts, support staff & backstopping**

None required.

### **6.4 Office accommodation**

No office space will be provided since the assignment will be done remotely.

## **6.5 Facilities to be provided by the contractor**

The contractor may where necessary be assisted by the Secretariat in securing relevant contacts with partners, Member States and other information sharing platforms which the Secretariat has links with for purposes of this assignment.

## **6.6 Equipment**

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

## **7.0 REPORTS**

### **7.1 Reporting requirements**

The contractor will at various stages of the assignment be expected to submit the following reports in English in one (1) original and one (1) copy:

- a) Inception Report-within 2 weeks after the contract is signed.**
- b) Draft Analysis Paper.**
- c) Final Analysis Paper.**

### **7.2 Submission and approval of reports**

The report referred to above must be submitted to the Director of the Organ on Politics Defence and Security Affairs through the Senior Officer-Public Security who is responsible for approving the reports.

The assignment is expected to run over a period of **30 days**.

## **8.0 BUDGET FOR THE ASSIGNMENT**

The application should include a detailed budget. The reports are Inception (work & methodology), Draft and Final.