

Job Description

Consultant to develop a best practice report on the Republic of Korea's anti-corruption policy, education, and code of conduct

Background

UNDP Global Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries, working with national counterparts on their own solutions to global and national development challenges.

Organizational context:

UNDP Seoul Policy Centre's (USPC) SDG Partnerships (formally known as Development Solutions Partnership) is a programmatic approach to share the Republic of Korea's (ROK) best practices and policy tools with other countries through the UNDP's global network. SDG Partnerships creates and deepens trilateral cooperation between the ROK, USPC (together with UNDP's relevant global/regional network), and partners in developing countries (consisting of UNDP country offices and their respective national counterparts).

In December 2018, following the Call for Expression of Interest from USPC, Malaysia was selected as a partner country for the SDG Partnerships benchmarking Anti-Corruption Initiative Assessment (AIA) tool, owing to the strong commitment showed to improve anti-corruption and integrity efforts by the Malaysian Government.

A high-level webinar was organised on 24 January 2019 by the Anti-Corruption & Civil Rights Commission (ACRC) of the ROK, the Governance, Integrity, and Anti-Corruption Centre (GIACC) of Malaysia, the Malaysian Anti-Corruption Commission (MACC), UNDP Seoul Policy Centre (USPC), and UNDP Malaysia. This event kick-started the SDG Partnerships programme on anti-corruption in Malaysia, which was later followed by GIACC's study visit to the ROK in April 2019. The visit covered the policy tools—mainly focusing on the details of AIA—available at the ACRC and how such tools can be contextualized and utilized in Malaysia. A brief presentation also took place on anti-corruption training by the ACRC, given the National Anti-Corruption Plan (NACP) (2019-2023).

The SDG Partnerships programme in Malaysia will continue in 2022, focusing on providing GIACC with the resources to learn more about ROK's experience in implementing ACRC's anti-corruption policy, education, and code of conduct for public servants. In this regard, developing a best practice report on these topics has been identified to be the best method to consolidate the information for GIACC's reference. The report will also cover examples from these topics that are appropriate to the specific national context of Malaysia.

Additionally, an online webinar on these topics is tentatively scheduled in Q3 2022 with the aim to socialize the findings from the report with GIACC. As such, UNDP Malaysia is seeking an international consultant that is fluent in both English (required) and Korean (recommended) to develop a best practice report for GIACC on the ROK's experience in implementing ACRC's anti-corruption policy, education, and code of conduct for public servants.

Duties and Responsibilities

Scope of Work:

Under the direct supervision of Programme Analyst, Governance for Development and in close collaboration with UNDP Malaysia, UNDP Seoul Policy Centre, the ROK's ACRC, and Malaysia's GIACC, the international consultant will:

1. Analyse and extract relevant information from Malaysia's NACP (2019-2023), Public Services Code of Conduct/Ethics and other national guidelines and relevant documents;
2. Select several (max. 10) key anti-corruption policies of ACRC and analyse respectively their elements including (a) their objectives, (b) the legal framework in which they operate, (c) their phases of establishment and implementation as well as entry points for Malaysia and (d) what risks were present in realising the objectives and how ROK overcame them. The consultant is expected to develop a solid understanding of which policies have been developed in the Korean context and how ACRC has sought to expand these policies while trying to solve emerging issues in the evolving society;
3. Support the organization in a webinar to present the outcomes and findings of the report to GIACC, ACRC, UNDP Malaysia and UNDP Seoul Policy Centre. The consultant will be expected to present the findings of the report in the webinar and moderate the discussion;
4. Develop a report on the outcomes of webinar, including questions and feedback from relevant parties;
5. Develop an assessment questionnaire that can be used to gauge the effectiveness of the use of the report by GIACC;
6. Physical or virtual consultations (depending on the location of the consultant) with ACRC and GIACC may be required from time to time, with prior approval and supervision from UNDP Malaysia and UNDP Seoul Policy Centre.

Working Arrangements:

The consultant will work under the direct supervision of UNDP Malaysia's Programme Analyst, Governance for Development and in close collaboration with colleagues from UNDP Malaysia, UNDP Seoul Policy Centre, the ROK's ACRC, and Malaysia's GIACC.

Duration of the Work and Duty Station

This is a home-based assignment, with a duration of **60 working days** over 7.5 months, beginning **15 May to 31 December 2022**. Final deliverable should be submitted no later than 30 November 2022.

Expected Deliverables and Payment Breakdown:

Deliverables	Breakdown with Details	Payment Breakdown	Expected Delivery Date
Deliverables 1:	- Upon submission and acceptance of an inception report, including a list of relevant documents to be analysed (2-3 pages)	10%	31 May 2022 (est. 2 weeks)
Deliverables 2:	- Upon submission and acceptance of a draft report based on ACRC's anti-corruption policies (max. 10), including risks and recommendations	25%	30 July 2022 (est. 8 weeks)
Deliverables 3:	- Upon submission and acceptance of a finalized report based on received feedback and comments from relevant parties	25%	15 September 2022 (est. 6 weeks)
Deliverables 4:	- Upon submission and acceptance of Webinar supporting the organization in sharing report findings and consult on the recommendations provided - Support the organization in a webinar to share the report findings and consult on the recommendations provided	15%	7 October 2022 (est. 3 weeks)
Deliverables 5:	- Upon submission and acceptance of a report on the outcomes of the webinar, including questions and feedback from relevant parties	20%	14 November 2022 (est. 5 weeks)
Deliverables 6:	- Upon submission and acceptance of an assessment questionnaire that can be used to gauge the effectiveness of the use of the report by GIACC	5%	21 November 2022 (est. 1 week)

Intellectual Property

All information and production of the knowledge product to the assignments, as well as, outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. The financial proposal should include a breakdown of this lump sum amount (including all related costs such as travel costs, per diem etc.)

Payments are subject to submission of deliverables duly approved by UNDP Malaysia's Programme Analyst, Governance for Development which shall serve as the basis for the payment of services.

Travel is not expected for this assignment. Consultations will be conducted virtually. However, if the candidate is based in the ROK or Malaysia and foresees the need to physically consult ACRC (based in Sejong City, ROK) or GIACC (based in Putrajaya, Malaysia), candidate may choose to indicate the travel costs in the financial proposal. However, all consultations with ACRC and GIACC (be physical or via virtual platform) will require prior approval and supervision from UNDP Malaysia and UNDP Seoul Policy Centre.

Competencies

The consultant should ideally have the following core competencies:

Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations;
- Strong communication, team building, interpersonal, analysis, and planning skills.

Professionalism

- Demonstrates professional competence and mastery of the subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships;
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines;

- Establishes, builds, and maintains effective working relationships with partners and beneficiaries to achieve the planned results.

Required Skills and Experience

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

The consultant should ideally have the following expertise and experience:

Education Requirements:

Bachelor's degree or equivalent in social sciences, political sciences, peace and conflict studies, international development, international relations, psychology, anthropology, economics, statistics, or related field. Master's degree in the aforementioned field is highly desirable.

Professional Experience:

- Minimum three (3) years (or one (1) year with a master's degree) of experience conducting research and/or programming on governance or anti-corruption policies and procedures;
- Demonstrated expertise in writing and documenting research reports or policy briefs;
- Broad knowledge and experience/understanding of the socio-political situation in the context of governance or anti-corruption in Malaysia and/or the ROK is highly desirable;
- Evidence of ability to conduct multi-disciplinary, cross-sectoral research as well as the ability to use data in presenting an argument is highly desirable;
- Previous experience working with UNDP or other international organizations/ institutions will be considered an advantage.

Language Requirements:

- Proficient in English (required) and Korean (recommended) (spoken and written).

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual applicants must submit the following documents/information to demonstrate their qualifications:

1. **Document 1:** [Letter of Confirmation of Interest and Availability](#)
2. **Document 2: Cover page** (max. 2 pages) Brief description of why the individual considers themselves as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment. If the candidate has the experience and/or knowledge of anti-corruption or governance policies and processes, particularly in Malaysia and/or the Republic of Korea, the candidate is highly encouraged to demonstrate it in the candidate's brief description

3. **Document 3: Minimum of two (2) samples** of prior written works, on the topics of anti-corruption and/or governance. The candidate is highly encouraged to share any written work done on Malaysia and/or the Republic of Korea, if available;
4. **Document 4: [Financial Proposal](#)** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the payment breakdown above. If an Offeror is employed by an organization/company/institution and expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under the Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. The consultant should also indicate any travel and related costs, e.g., meetings, etc.
5. **Document 5: Personal CV or [P11](#)** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
6. **Please submit this information in one file as Document 1, 2, 3, 4 and 5. The system will only accept ONE (1) attachment, please merge all documents and submit them as one file.**
7. **Applicants must reply to the mandatory questions asked by the system when submitting the application.**
8. **Candidates who fail to submit all the information requested above will be disqualified.**

How to Apply:

- Kindly download the Letter of Confirmation of interest and availability, Financial Proposal Template, and General Terms & Conditions mentioned below;
- Read and agree to the General Terms & Conditions (refer to below link);
- Click the 'apply' icon and complete what is required;
- **Scan all documents into 1 (One) pdf folder and then upload;**
- For clarification questions, please email procurement.my@undp.org. The clarification question deadline is three (3) days before the closing. When emailing for clarification questions, please put "**MYIC/2022/013**" as the subject matter.

General terms & conditions to be downloaded:

- The General Terms & Conditions for Individual Contract
***** to be updated, please refer to the job post [link](#) *****

Reimbursable Loan Agreement (RLA): A legal instrument between UNDP and a Company/institution, according to which, the latter makes available the services of an individual delivering time-bound and quantifiable outputs that are directly linked to payments

- [The General Terms & Conditions for Reimbursement Loan Agreement](#)

Incomplete proposals may not be considered. Only short-listed candidates may be contacted, and successful candidates will be notified.

Evaluation Method and Criteria

Only candidates who are responsive and compliant will be evaluated. Individual Consultants will be evaluated based on the following methodology:

Combined Scoring method

The award of the contract shall be made to the candidate whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%).

1. The technical criteria consist of a review of the candidate's qualifications (education, experience, language) will be based on a maximum of 100 points;

- Criteria 1: Education – Max .15 points
- Criteria 2: Working experience – Max. 25 points
- Criteria 3: Analytical, research and writing abilities – Max. 35 points
- Criteria 4: Quality of the proposal – Max. 15 points
- Criteria 5: Knowledge of Korean language – Max. 10 points

2. A financial score shall be computed as a ratio of the proposal being evaluated as the lowest priced qualified proposal received by UNDP for the assignment will be based on a maximum 30% of the weighted score.

Only candidates obtaining a minimum of 70 points for technical criteria (approx. 70% of the total technical points) would be considered for the Financial Evaluation.

The application receiving the Highest Combined Score will be awarded the contract.