

Anti-Corruption for Peaceful and Inclusive Societies (ACPI) in the Asia-Pacific Region: Phase 2 DFAT supported project under UNDP Global Anti-corruption Initiative (GAIN)

ANNEX 3: Results and Resource Framework for 1 July 2016 to 30 June 2020

Expected Outcome: Anti-corruption institutions, systems and mechanisms are better integrated to support partner countries to prevent and tackle corruption.								
Outcome indicators: 1) improvement in the provision of services by the government and private sector as assessed through satisfaction surveys by men, women, and relevant stakeholders; 2) # and description of functional mechanisms in place that allow greater male, female and relevant stakeholder engagement; 3) # of countries with anti-corruption integrated into national development policies/strategies; 4) # of men, women, and relevant stakeholders involved in advocating for addressing the impact of corruption.								
Objective #1: Integrate anti-corruption solutions in service delivery sectors, in partnership with youth, women and the private sector.								
Intended Outputs #1	Baseline and targets	Key Activities	Timeframe				Partners	Estimated budget
			Y1	Y2	Y3	Y4		
Output #1.1: <i>Anti-corruption solutions integrated in service delivery systems (such as in health, education, water and infrastructure, justice and security) to mitigate corruption risks.</i> <u>Output indicator:</u> Number of projects (at the national and local level) integrated anti-corruption solutions in service delivery systems.	<u>Baseline:</u> 27 countries supported in phase 1 (including 6 countries in the Asia-Pacific region). <u>Target for 2020:</u> Up to 5 countries in the Asia-Pacific region have integrated anti-corruption solutions in service delivery.	1.1.1 Conduct scoping missions to understand the political and institutional environment before launching sectoral projects. Provide trainings to governments, CSOs and the private sector on integrity and corruption risks assessments.	X				Transparency International, U4, Integrity Action, UNESCO, WHO, ASEAN CSR network,	A\$196,500 ¹ (\$150,000)
		1.1.2 Organize multi-stakeholder dialogues between line ministries, ACAs, civil society, donors, private sector and other actors to engage key stakeholders in the development and implementation of sectoral projects. Select the EOIs and provide advisory support to improve the project quality with realistic targets, indicators and baselines.	X	X			Global Compact, UNDP Asia-Pacific regional hub and Country offices in Asia-Pacific region.	A\$196,500 (\$150,000)

¹ The budget has been converted to the AUD based on the following exchange rate: 1 US \$ = 1.31 A\$.

		1.1.3 Conduct corruption risk assessments in specific sector and provide support to develop and implement the risk mitigation action plans to enhance transparency and accountability, including the introduction of e-governance tools.		X	X	X		A\$884,250 (\$675,000)
		1.1.4 Monitor and evaluate implementation of the risk reduction action plans.		X	X	X		A\$65,500 (\$50,000)
Output #1.2: <i>Social accountability mechanisms to monitor services and provide oversight promoted and strengthened (such as civic engagement, youth and women empowerment and the private sector participation)</i> Output indicator: Number of countries that implemented social accountability initiatives. Number of citizens (women, youth) who have knowledge to monitor public services (with disaggregated gender and disability data) Improvement in the provision of public services (as assessed by relevant men, women and stakeholder groups)	Baseline: 10 countries implemented social accountability initiatives Target for 2020: Up to 5 countries in Asia-Pacific region have implemented social accountability initiatives.	1.2.1. Select social accountability projects and partners (e.g., CSOs, youth and women's networks, the private sector); organize multi-stakeholder inception meetings and RBM training about the project; put in place project implementation, M & E strategies.	X				Transparency International, U4, Integrity Action, UNESCO, WHO, UNDP Asia-Pacific regional hub and Country offices in Asia-Pacific region	A\$131,000 (\$100,000)
		1.2.2. Establish a consortium of CSO networks to monitor projects, foster dialogue between service providers and non-state actors.	X	X				A\$65,500 (\$50,000)
		1.2.3. Implement the social accountability projects; carry out monitoring and evaluation of the projects.			X	X		A\$524,000 (\$400,000)

Total for objective # 1								A\$2,063,250 (\$1,575,000)
M&E (5%)								A\$103,162.5 (\$78,750)
Grand total for Objective 1								A\$2,166,412.5 (\$1,653,750)
Objective #2: Strengthen state/institutional capacity to implement UNCAC, in particular with regard to the prevention of corruption.								
Intended Outputs #2	Baseline and Targets	Key Activities	Timeframe				Partners	Estimated budget
			Y1	Y2	Y3	Y4		
Output #2.1: UNCAC and anti-corruption integrated in national development processes, including the mainstreaming of SDGs at national and sub-national levels, to prevent and tackle corruption. Output indicator: Numbers of countries that mainstreamed UNCAC and anti-corruption in national	Baseline: 5 countries trained to mainstream anti-corruption in national development programmes in phase 1. Targets for2020: At least 4	2.1.1. Conduct UNDAF trainings (upon request); develop an online course and guidance to integrate AC in SDGs and implement AC targets of Goal 16; support and monitor implementation of SDGs including advisory and technical support to integrate anti-corruption in SDGs, including the implementation of MAPS (mainstreaming, acceleration and policy support) approach of UN in support for measuring and monitoring the implementation of anti-corruption targets of Goal 16.	X	X	X	X	UNODC, DOCO, UNSSC, UNDP Asia-Pacific Regional Hub and Country Offices in Asia-Pacific region	A\$163,750 (\$125,000)

development strategies and programmes Number of countries with UNCAC reviews completed.	countries trained on integrating anti-corruption into UNDAF	2.1.2 Conduct national dialogues on UNCAC; Support, follow up and monitor implementation of UNCAC review.	x	x	x	x		A\$98,250 (\$75,000)
Output # 2.2: Measures to prevent corruption are put in place by anti-corruption institutions. Output indicators: Number of anti-corruption institutions with systems and measures in place to prevent corruption.	Baseline: 18 anti-corruption institutions supported in phase 1 (including 5 in the Asia-Pacific region) Target for 2020: At least 4 anti-corruption institutions have in place systems and measures to prevent corruption.	2.2.1. Select ACAs and provide training on system audits, integrity assessments, anti-corruption policy assessments; Organize national dialogue and consultation to support ACAs to implement national AC strategies.	x	x	x	x	UNODC, UNDP Asia-Pacific regional hub and Country Offices in Asia-Pacific region.	A\$98,250 (\$75,000)
		2.2.2. Provide technical support to conduct system audits/integrity assessments/anti-corruption policy assessment to identify risks.		x	x	x		A\$98,250 (\$75,000)
		2.2.3. Provide advisory support to implement recommendations from assessments; Conduct monitoring and evaluation of the implementation.			x	x		A\$65,500 (\$50,000)
		2.2.4. Provide advisory and technical support to ACAs and facilitate South-South knowledge exchange among ACAs. <i>(upon request)</i>	x	x	x	x		A\$98,250 (\$75,000)
Total Budget for Objective 2								A\$622,250

		(\$475,000)
M&E (5%)		A\$31,112.5 (\$23,750)
Grand Total for Objective # 2		A\$653,362.5 (\$498,750)

Objective # 3: Promote knowledge and advocacy to support anti-corruption efforts, including a better understanding of the link between violent extremism and corruption.

Intended Outputs	Baseline and Indicators	Key Activities	Timeframe				Partners	Estimated Budget
			Y1	Y2	Y3	Y4		
Output 3.1. <i>Advocacy is promoted at national and sub-national levels to reinforce anti-corruption efforts.</i> Output Indicators: Number of advocacy events that contributed to increased awareness about negative impact of corruption (with disaggregated gender and disability data who have participated in the events) Level of participant/target group satisfaction with the outcomes of the advocacy event Level of participation/target group satisfaction with their engagement in the advocacy event	Baseline: At least 40 countries supported globally per year (12 in the Asia-Pacific region). Target for 2020: At least 5 additional countries per year will be supported in Asia-Pacific region.	3.1.1 Develop the UN campaign and advocacy package (e.g., media kit, messages, posters, videos, etc.) for the commemoration of the International Anti-corruption Day.	x				UNODC, TI, Global Compact, ASEAN, UNDP Asia-Pacific regional hub, Country Offices in Asia-Pacific region.	A\$94,320 (\$72,000)
		3.1.2 Work with civil society (e.g., TI), the private sector (e.g., the Global Compact network), youth and women organizations to maximize the outreach and impact of the campaign (e.g., developing joint campaign material, organizing joint campaign events, etc.). Engage with the private sector to strengthen youth integrity clubs and their role to create space for dialogue between youth and their representatives on corruption as a development and security issue (such as corruption as a driver of radicalization and extreme violence).	x	x	x	x		A\$91,700 (\$70,000)
		3.1.3 Provide technical support and small grants to UN field offices and CSOs to develop and launch the national/sub-national level anti-corruption campaigns to reinforce ongoing anti-corruption efforts.	x	x	x	x		A\$78,600 (\$60,000)
Output 3.2. Knowledge on anti-corruption is produced	Baseline:	3.2.1 Lead and manage the UN anti-corruption	x	x	x	x	OHCHR UNODC	A\$65,500

<i>and shared globally, including south-south and triangular cooperation.</i> Output Indicators: Number of practitioners that uses the anti-corruption knowledge management platforms and tools.	1200 subscribed to the anti-corruption portal	web portal, Global AC CoP and the AP INTACT on-line community of practice.					UNESCO UN Women Global Compact UNREDD	(\$50,000)
	Limited access to the online courses and publications	3.2.2. Develop and disseminate online courses and knowledge products, such as commissioning a flagship research to better understand the link between violent extremism and corruption, and a study on the nexus between corruption, economic growth and trade.	x	x	x	x		A\$157,200 (\$120,000)
	Target for 2020: At least 75% increase in subscription to the anti-corruption portal	3.2.3. Explore possibilities for utilizing apps and other user-friendly ICT tools to disseminate knowledge products.	x		x			A\$104,800 (\$80,000)
	All online courses and publications will be made available to the practitioners	3.2.4. Facilitate south-south and triangular cooperation on learning, knowledge exchange and country level actions, including opportunities to translate the UNDP’s Strategy on Preventing Violent Extremism into action.	x	x	x	x		A\$78,600 (\$60,000)
Total Budget for Objective 3								A\$670,720 \$512,000
M&E (5%)								A\$33,536 (\$25,600)
Grand Total for Objective 3								A\$704,256 (\$537,600)
TOTAL FOR ALL 3 OBJECTIVES								A\$3,524,031 (\$2,690,100)
Project Management Costs								A\$2,541,400 (\$1,940,000)
Technical Advisor – A\$1,179,000 (4 years)								
Project Manager – A\$1,048,000 (4 years)								
Administrative assistant – A\$314,400 (4 years)								

GMS (8%)		A\$485,234 (\$370,408)
GRAND TOTAL FOR ALL 3 OBJECTIVES		A\$6,550,665 (\$5,000,508)

Annex 4: Total Project Budget for 2016-2020

Budget by Objectives	TOTAL BUDGET
Objective 1:	A\$2,166,412.5 (\$1,653,750)
Objective 2:	A\$653,362.5 (\$498,750)
Objective 3	A\$704,256 (\$537,600)
Total: Three Objectives	A\$3,524,031 (\$2,690,100)
Project Management Costs	A\$2,541,400 (\$1,940,000)
General Management Services (8% of Total)	A\$485,234 (\$370,408)
Total Budget Requested from DFAT	A\$6,550,665 (\$5,000,508)

UNDP's Contribution	A\$2,405,160 (\$1,836,000)
GRAND TOTAL FOR THE PROGRAMME PERIOD (2016-2020)	A\$8,955,825 (\$6,836,508)

ANNEX 5: Terms of References: Staff for the ACPI Project

1. Project Technical Advisor – ACPI project (funding from DFAT)

I. Post Information	
Post Title: Project Technical Advisor Organizational Unit: BPPS Report to: Director/Chief of Profession, Governance and Peace-building, BPPS Duty Station: Singapore	Post Status: Non-Rotational Source of Funding: DFAT-supported project Proposed Grade: P5 ² Post Classification: Pending Classification Approved by:
II. Organizational Context	
<p>There has been tremendous movement on the discourse on anti-corruption over the last decade, prior to which corruption was almost absent from the development agenda such as the discussions on the Millennium Development Goals (MDGs) and sustainable development. Corruption is now in the forefront of demands by citizens for greater accountability and efficient utilization of resources.</p> <p>During the past four years (2012–2015), anti-corruption has been one of the fastest growing service areas in the United Nations Development Programme (UNDP) and worldwide. Its importance was driven in part by the near universal ratification of UNCAC, thereby making anti-corruption programming one of the priorities in fostering democratic governance. The resurgence of anti-corruption is also partly due to the realization by governments, donors and the development community that corruption is a major bottleneck to development as reflected in the 2030 Agenda for Sustainable Development.</p> <p>Globally, UNDP’s major contribution to the anti-corruption discourse has been expanding the political and normative agenda on transparency and accountability to the development plane. At the national level, UNDP has been at the forefront of providing anti-corruption support to programming countries. UNDP’s recent Results Oriented Annual Reports (ROAR) show that UNDP’s anti-corruption activities are increasingly being integrated and implemented as cross-cutting initiatives, thereby underscoring UNDP’s comparative advantage in the area.</p> <p>Overall, UNDP’s support for anti-corruption programmes is a key element of the organization’s broader agenda on governance and peace-building that aims at mitigating corruption risks to reduce poverty, accelerate progress towards the MDGs and promote sustainable development. This approach to governance and the role of anti-corruption therein, is included in the approved UNDP strategic plan for 2008-2013. To support implementation of the strategic plan, UNDP developed the Global Programme on Anti-Corruption for Development Effectiveness (PACDE) (2008-2013). PACDE was instrumental in setting the foundation for up-</p>	

² This is subject to the UNDP Human Resources’ classification of the posts.

scaling UNDP's anti-corruption work which was realized in the implementation of UNDP Global Anti-Corruption Initiative (GAIN) (2014-2017), which replaced PACDE in 2014. GAIN particularly defines anti-corruption as a cross-cutting development issues and thus aims to link it with other UNDP's various development initiatives, pilot testing and up-scaling anti-corruption projects and improving the results-based management and reporting of UNDP's anti-corruption work. GAIN is UNDP's major vehicle through which it responds to the growing demand for policy and programme support on anti-corruption through UNDP regional hubs and programmes. For example, in 2014, GAIN provided policy and programme support to more than 60 countries (on MDG acceleration, work in health education and water sectors, REDD+, social accountability, and gender. It also supports more than 30 countries through its partnership with UNODC on UNCAC implementation, strengthening the capacity of oversight institutions, and raising global awareness through the International Anti-corruption Day Campaign, which has reached more than 300 million since 2009.

In order to respond to the growing demand for technical assistance on anti-corruption, UNDP signed a cost-sharing agreement of USD 10.6 million for 2012-2015 with the Department of Foreign Affairs and Trade (DFAT and previously known as AusAID) in 2012 to implement UNDP's global project titled "Anti-Corruption for Development Effectiveness: Strengthening Anti-Corruption Systems, Institutions and Mechanisms for MDG Acceleration and Human Development". This four year project was an integral part of the UNDP Global Programme on Anti-Corruption for Development Effectiveness (PACDE) (2008-2013), which, in 2014, has been succeeded by the UNDP's Global Anti-corruption Initiative (GAIN) (2014-2017). Australia's funding to GAIN under this project was more than 80 percent.

The Australia supported project was implemented in coordination with UNODC's global project and a joint UNDP-UNODC project in the Pacific. In the first half of 2015, an independent mid-term review of the project was also conducted and a management response from UNDP was submitted to DFAT, Australia, to inform and strengthen the priorities and partnership for the second phase (July 2016- June 2020) through the implementation of the Phase 2 project titled "Anti-Corruption for the Sustainable Development Goals (ACPI): Strengthening Anti-Corruption Systems, Institutions and Mechanisms in the Asia-Pacific to Contribute to the SDGs" (also known as ACPI project).

Anchored in UNDP's focus on integrated and multi-disciplinary approach, ACPI project aims to contribute to the implementation of SDGs through its sectoral approach to fighting corruption (such as mitigating corruption risks in health, education and water sectors, and its work on social accountability, civil society and media strengthening. UNDP is also taking the lead on emerging issues such as building synergies between anti-corruption and gender equality/women's empowerment, engaging with youth and women's networks on anti-corruption, and strengthening transparency and accountability in local governance.

The integrated and multi-disciplinary approach in preventing and combating corruption has been possible because of the GAIN's strong partnership with major anti-corruption actors and ACPI project will continue working with other UN agencies and organizations and major external partners including UNODC, UN-REDD, UNECA, UNESCO, WBI, the U.S. State Department, AusAID, Norad, the U4 Anti-Corruption Resource Centre, Integrity Action (formerly Tiri), GIZ, OECD, TI, the Media Institute of Southern Africa (MISA), the Global Organization of Parliamentarians Against Corruption (GOPAC), the Huairou Commission, and the Basel

Institute.

The Technical Advisor to ACPI project will be primarily responsible for the overall implementation of the project. He/she is expected to represent GAIN and ACPI project in key international and global fora on the subject matter and to be able to engage leading thinkers, academics, and high-level government functionaries/Ministers on UNDP's position, comparative advantage, and activities in this field. He/she will provide substantive leadership and backup for a global network of UNDP practitioners and field-based policy specialists in giving direct policy support to developing countries; and build a global network of experts and institutions to provide research, policy guidance and technical assistance that are relevant to the practical needs of program countries. The Technical Adviser will play a key role in promoting the exchange of good practices and innovative thinking across regions and in providing substantive leadership to the ACPI project to strengthen partnership of UNDP and take the lead on global advocacy and awareness on anti-corruption.

The Technical Advisor will be responsible for providing the substantive leadership and quality assurance of ACPI project. He/she will manage, coordinate and supervise the ACPI team members to make sure that the project delivers on the agreed framework with donors. The Technical Advisor will thus primarily be responsible for partnership, donor coordination, knowledge management, reporting, and resource mobilization for ACPI project and be responsible for knowledge and experiences from the UNDP's global network of anti-corruption practitioners. The Technical Advisor will lead and coordinate the ACPI project team including global staff, regional focal points and country level staff.

III. Functions / Key Results Expected

Provide Policy and Advisory support to regions, country offices and programming countries: Lead the ACPI project by ensuring that the highest calibre policy advice and substantive support is provided to UNDP programmes in the area of transparency, accountability, and integrity. The incumbent will provide advice, guidance and information to:

- Strengthen the capacity of national governments, particularly oversight and watchdog bodies, including independent anti-corruption commissions and national audit institutions, through assessment reviews on the vulnerabilities of the accountability and transparency architecture of a country.
- Building on UNDP' and GAIN's social accountability initiatives, provide support through the ACPI project to improve the capacity of civil society organizations and media to participate effectively in national and local anti-corruption reform programmes.
- Strengthen partnership with governments, with a special emphasis on finding good entry points for ACPI programming including coalition-building, monitoring of reform agenda through political and context analysis, and opening up space for civil society including the voices of the poor and marginalized in accountability mechanisms.
- Address national requirements for the ratification and implementation of the UN Convention against Corruption in the Asia-Pacific region, including working with key partners such as the UNODC, Transparency International, OECD, U4 Resource Centre, World Bank and other multi-/bi-lateral organizations, in advocacy and capacity development of national counterparts to effectively respond to the Convention (e.g.

developing ratification kits and primers).

- Mainstream accountability, transparency and integrity issues into the full range of global, regional and country office activities (from policy to operations), including integrating anti-corruption in United Nations Development Assistance Frameworks (UNDAFs) and SDG implementation.

Strengthen practice architecture and integrated and multi-disciplinary approach in integrating anti-corruption:

- For ACPI project, develop, implement, monitor and evaluate holistic anti-corruption strategies, policies and programmes through participatory and broad-based multi-stakeholder consultation processes.
- Develop and pilot-testing UNDP policies and guidance in the area of accountability, transparency and anti-corruption and its linkages to other areas such as poverty reduction, service delivery, gender equality/women's empowerment, and SDGs, as well as other areas of governance such as judicial integrity, public administration reform, local governance, human rights, e-governance, etc.
- Liaise with UNDP ethics office, ombudsman's office, the Bureau of Management (BOM) and other UN agencies to strengthen UN/UNDP's transparency, accountability and integrity.
- Strategically collaborate and working together with the thematic area advisers at the HQ and specialists at the regional centres to develop joint guidance and knowledge products on critical and emerging issues to integrate anti-corruption in other areas of development.
- Lead the development and strengthening of the community of practice among UNDP practitioners on anti-corruption. Functions include providing the strategic direction in the area of anti-corruption programming and interventions. The anti-corruption community of practice will form the base of internal expertise in anti-corruption, which can be mobilized to develop AC programmes in UNDP through South-South collaboration and provide internal resource for the implementation of the ACPI project. Functions include managing the sub-practice, developing internal capacity building / training modules on UNCAC, building a roster of qualified consultants to recommend to UNDP country offices and active participation in the Governance and peace-building network, and contribution of anti-corruption inputs.

Strengthen global/regional advocacy and internal and external partnership:

- Represent UNDP and share experiences from GAIN, ACPI project and UNDP in key international conferences where appropriate to ensure that UNDP's perspectives play a central role in the international dialogue on the issues of anti-corruption and capacity development, such as the International Anti-Corruption Conference, OECD DAC, and UNCAC Conference of States Parties.
- Lead UNDP's strategic collaboration and interaction with the UNODC and other partners such as UN Women, WHO, UNESCO, UNECA, TI, Integrity Action, DFAT, Norad, U4, GIZ, OECD and the World Bank.
- Through ACPI project and its cooperation with UNDP's regional and country level programmes, actively support a network of partner organizations among academic and research institutions especially in the south, bilateral donor agencies, UN Agencies, and IFIs. Tap into these alliances with an objective of enriching UNDP policies and programmes on Anti-Corruption, particularly in the Asia-Pacific region, through supplementary capacity, strategic collaboration, and top-notch know-how that may otherwise be unavailable or inaccessible to UNDP.

Provide leadership, oversight and quality control to ACPI project:

Started in 2012 (the first Phase), UNDP's support under the anti-corruption project supported by Australia has been a major vehicle through which UNDP responds to the growing demand for technical assistance in anti-corruption from UNDP country offices and programming countries. Thus, the incumbent will:

- Provide overall leadership to the ACPI. Be responsible for overall management and quality assurance of the project including the result-based management and reporting. Supervise and mentor the ACPI global and regional team members.
- Ensure that the quality assurance requirements of the donor partners are made to allow the programme continue receiving the funds.
- Serve as a primary focal point for ACPI project to mobilize additional resources from donor partners.
- Provide guidance and assure quality of knowledge products (such as guidance note, issue papers, toolkits and methodology papers) produced by the ACPI project.

IV. Impact of Results

Ultimately the work in the areas mentioned in section III will have the long-term impact of supporting UNDP country offices in delivering better policy advice and programming to their partners in the area of anti-corruption and improving transparency and accountability. It will also contribute to strengthening of cross-practice cooperation across UNDP's global and regional offices and policy and programme support on anti-corruption to country offices and programming countries. The leadership in terms of guidance and advisory service to integrate anti-corruption in all three major areas, such as sustainable development, governance and resilience, will contribute in achieving the objectives of the UNDP's strategic plan and subsequently to the SDGs. Failure to provide the cutting-edge knowledge and well-grounded policy advice to Country Offices on anti-corruption diminishes UNDP's credibility among national partners and donors. Further, failure to codify and promote application of lessons learned on anti-corruption increases transaction costs, decreases capacities, and hampers institutional memory within the organization.

V. Competencies

- Ability to develop corporate policy guidance such as practice note, primer and programming toolkits to contribute to multi-disciplinary and integrated approach to combating corruption for development.
- Experiences in integrating accountability, transparency and integrity into various areas of development such as public service delivery, social accountability, poverty reduction, sustainable development, UNCAC implementation, etc.
- Ability to formulate and apply anti-corruption strategies, interventions and monitoring indicators into UNDP country programmes/projects. Extensive practical experience in designing, implementing, and monitoring anti-corruption programmes in developing countries, preferably also with UNDP programmes.
- Experience in designing and implementing training programmes on anti-corruption for country offices and national stakeholders for capacity development including the capacity of anti-corruption agencies on prevention, enforcement, education and awareness.
- Knowledge of methodologies for evaluating vulnerabilities in governance systems, institutions and

processes and risks in policies, programs and projects, particularly in service delivery sectors such as health, education and water sectors, and in identifying and addressing inclusiveness issues, in particular gender equality and disability inclusion.

- At least 7 years' proven ability of managing a large scale global/regional project and providing leadership and technical advice to the global, regional and country level anti-corruption teams and programmes. The experience in results-based management on anti-corruption including proven track record of planning, monitoring and reporting for results will be an advantage.
- Familiarity with UN global policies, treaties, processes and partners on anti-corruption. Experiences of working with the intergovernmental processes such as Working Groups and Conference of the States Parties to UNCAC and engagement with the International Anti-Corruption Conferences (IACC) would be an advantage.
- Experiences in working together with other UN agencies in integrating integrity, transparency and accountability in UN programming processes such as UNDAFs and mainstreaming anti-corruption in SDGs.
- Proven experience in strengthening partnership and networks on anti-corruption (both within UN and outside UN system), coordinating global networks of practitioners, and organizing and maintaining global communities of practice on transparency and accountability.
- Experiences in identifying emerging trends and priorities, developing innovative and strategic project concept and mobilizing resources would be an advantage.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • An advanced degree in public administration, management, social science, or in a related field
Experience:	<ul style="list-style-type: none"> • A minimum of 10 years professional experience.
Language Requirements:	<ul style="list-style-type: none"> • Fluent and proficient in English.

2. Regional Policy Advisor, Anti-corruption (P4) (funding from UNDP, already in place)

Post Title: Regional Anti-Corruption Advisor Organizational Unit: UNDP Asia-Pacific Regional Hub, Bangkok Post Status: Non-Rotational Report to: Governance and Peace-building Team Leader at the BRH Source of Funding: UNDP Start Date: 1 October 2013	Current Grade: P4 Post Classification: Classification Approved by:
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II. Organizational Context

UNDP's support for anti-corruption programmes is a key element of the organization's broader agenda on governance and peace-building and sustainable development. UNDP seeks to foster inclusive participation, strengthen accountable and responsive governing institutions, and ground governance in international principles, notably gender, human rights and anti-corruption. This approach to governance and peace-building and the role of anti-corruption therein, is consistent with the current strategic plan 2014-2017, and the previous UNDP strategic plan for 2008-2013. UNDP focuses on integrated and multi-disciplinary approach to achieve the key development outcomes. To support implementation of the strategic plan, UNDP developed the Global Programme on Anti-Corruption for Development Effectiveness (PACDE) (2008-2013), which was replaced by UNDP Global Anti-corruption Initiative (GAIN) (2014-2017), which was developed in line with UNDP's new strategic plan and also to contribute to the Sustainable development Goals (SDGs). In 2012, UNDP and the Department of Foreign Affairs and Trade (DFAT) of Australia signed cost-sharing agreement to support a global project under GAIN for 2012-2015 period. The project will be replaced by the Anti-Corruption for the Sustainable Development Goals (ACPI): Strengthening Anti-Corruption Systems, Institutions and Mechanisms in the Asia-Pacific to Contribute to the SDGs-Phase 2 (2016-2020).

Through GAIN, UNDP seeks to assist programme countries to prevent and reduce the prevalence of corruption. During its first phase (2008-2013), PACDE (GAIN's predecessor) focused on clarifying UNDP's niche and policies, putting necessary global and regional management architectures in place, building UNDP and partner countries' capacities through regional training, establishing and strengthening regional networks and service delivery platforms, increasing knowledge and awareness, and enhancing coordination and cooperation with relevant internal and external partners. The main focus of GAIN (2014-2017) is to increase interventions at the country level using the capacity and practice architecture of UNDP Regional Centres, anti-corruption community of practices and expert teams.

UNDP Bangkok Regional Hub (BRH) based in Bangkok is leading the work on anti-corruption in the Asia-Pacific Region through its Asia Regional Governance Programme (ARGP) and with support from GAIN. Over the past four years, the programme established a vibrant Anti-Corruption Community of Practice: *Asia-Pacific Integrity-in-Action or AP-INTACT*. APRC organized several regional meetings with government officials, civil society organisations (CSOs) and UN staff working on anti-corruption. In addition, APRC launched an online network in November 2009, the *Asia-Pacific Integrity in Action (AP-INTACT) Network*, which has around 300 members and helps members share information and knowledge on relevant anti-corruption issues. Finally BRH, in partnership with the UNDP Pacific Centre and UNODC Regional Centre for East Asia and the Pacific, developed

a regional anti-corruption portal to capture knowledge and experiences on anti-corruption in the region.

Furthermore, BRH focused its anti-corruption work on supporting countries to implement the United Nations Convention against Corruption (UNCAC). In 2010, a Regional UNCAC Self-Assessment Consortium was set up by APRC in partnership with UNODC Regional Centres (Bangkok & Delhi). The Consortium strengthened the collaboration with key partners, such as, Basel Institute on Governance of Switzerland and the Institute of Governance Studies of Bangladesh to support countries to self-assess their implementation of the Convention. In partnership with these organizations and GTZ, APRC led the development of a Guidance Note on UNCAC Self-Assessments, which provides policy guidance and practical advice for countries undertaking UNCAC Self-Assessments and has since been adopted globally.

APRC's anti-corruption programme is also focusing on corruption prevention through sector approaches in the health, education and water sectors, as well as developing national capacity to measure corruption and monitor implementation of national anti-corruption strategies. From 2013 through 2015 the Centre will continue to provide advisory and technical support on (a) good practices in diagnosing and combating corruption in the health, education and water sectors. (b) Working on the Implementation of UNCAC Review Mechanism (c) supporting social accountability which will be supported by a vibrant regional community of practice and network.

In addition to initiatives led from the Regional Centre, APRC supports national anti-corruption initiatives in 13 countries, including in Afghanistan, Bhutan, China, India, Lao PDR, Malaysia, Maldives, Mongolia, Philippines, Sri Lanka, Thailand, Timor-Leste, and Viet Nam and providing support upon request by partner countries.

Moreover, there is an increased request from UNDP country offices and programming countries in the region for policy advice and research and analytical support on the major issues of anti-corruption and governance including illicit financial flows, social accountability, UNCAC implementation and strengthening ACAs.

III. Functions / Key Results Expected

The Advisor will be tasked to lead the regional anti-corruption initiatives for Asia, under the Asia Regional Governance Programme and GAIN/ACPI. Under the supervision of Governance and Peace-building Team Leader at the BRH, the incumbent will assume responsibility for the following functions and expected key results:

- Contribute to the development and implementation of a multi-year **Regional Anti-Corruption Programme** to (i) support effective UNCAC implementation at the national level; (ii) promote national measurements of corruption and national implementation of anti-corruption strategies; (iii) promote corruption-free service delivery for the achievement of the SDGs; (iv) limit the adverse effects of corruption on climate change adaptation and mitigation strategies; (v) support knowledge exchange on anti-corruption in Asia-Pacific; (vi) develop capacity of anti-corruption agencies (incl. twinning arrangements with anti-corruption training institutes, IT support and institutional development planning).
- Provide policy advice and programme **support to UNDP Country Offices, UN Country Teams and other national partners** in Asia to strengthen anti-corruption initiatives at the national level through south-south knowledge exchange on best practices, use of evidence gathering with external communication, integration of social media, focus on MDG and climate change priorities, inter-agency partnerships and enhanced political economy analysis. This includes providing support to existing and future country anti-corruption projects such as sectoral and social accountability projects and the SDG implementation projects.
- Lead regional **knowledge codification, analysis, dissemination** and application of lessons learned and good

practices on effective anti-corruption approaches, including keeping track of emerging and newly produced knowledge materials from global, regional and national organizations working on anti-corruption and assess how these materials can best be used, developed or adapted especially for Asian countries. Specifically, this knowledge management component comprises also: (i) facilitating the Asia-Pacific Integrity in Action Network by sharing information and knowledge on relevant anti-corruption issues through quarterly newsletters, e-discussions, online queries and ad hoc information messages; (ii) integrating the Asia-Pacific Integrity in Action Network with corporate platforms such as Team works; (iii) developing and monitoring content in the Global Anti-Corruption Portal, including experiences, research, news, events and other materials for anti-corruption practitioners, researchers, experts and the public.

- Contribute to enhanced **partnership development and resource mobilization** for anti-corruption initiatives in the Asia-Pacific region by (i) strengthening existing partnerships, (ii) enhancing communication on anti-corruption initiatives, (iii) supporting delivering as one modalities with other UN agencies, notably UNODC, (iv) seeking opportunities to foster South-South, Sub-Regional, Cross-Regional and Regional cooperation, and (v) exploring and maintaining partnerships with relevant global, regional and national think tanks, donors and research institutes working on anti-corruption. This also includes the development/maintenance of a regional roster of experts on anti-corruption.
- Contribute to **global policy development on anti-corruption through research and analysis**, including through regional knowledge codification, identifying national best practices for wider replication, and providing regional inputs into knowledge products. This also includes sharing knowledge and good practices from the region to other regions and contributing to global anti-corruption events such as the International Anti-Corruption Conferences, the UNCAC Conferences of States Parties, and other global events. This includes serving as a focal point for GAIN/ACPI in the Asia-Pacific region. Participate in the work-planning meeting of GAIN/ACPI, contribute to synchronizing the regional and global activities, and be responsible for advisory support for the GAIN/ACPI activities in the Asia-Pacific region.

V. Competencies

Corporate Competencies:

- Good working knowledge of UNDP/UN rules, policies and practices
- Good understanding of UNDP programming modalities
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Technical Competencies: Substantive and technical expertise in one or more of the following areas:

- UNCAC Implementation, UNCAC Review and UNCAC Self-Assessment processes;
- Mainstreaming anti-corruption in sectors (e.g., health, education, water, climate change, etc.)
- Capacity development of Anti-Corruption Agencies;
- Facilitating UN knowledge networks of technical experts and practitioners;
- Formulating and evaluating anti-corruption initiatives at the country level;
- Political Economy Analysis of corruption at the country level;
- Experience of providing policy advice (including report writing) at international level;
- Experience of inter-agency and partnership processes;

Managerial competencies:

- Ability to establish effective working relations in multi-cultural team environments
- Excellent supervisory, team-working, team-building, diplomatic and international skills
- Resourcefulness, initiative and mature judgment

Behavioral competencies: <ul style="list-style-type: none"> • Strong verbal and written communication and advocacy skills • Ability to work in a complex environment requiring liaison and collaboration with multiple actors • Ability to demonstrate sensitivity, tact and diplomacy • Excellent analytical, organizational and negotiation skills, especially resource management systems • Excellent networking skills 	
VI. Recruitment Qualifications	
Education:	Advanced university degree in law, economics, political science, sociology or another international development related area.
Experience:	Minimum of 7 years of progressively responsible, substantive knowledge in democratic governance and development programming experience with a focus on anti-corruption.
Language Requirements:	Fluency in spoken and written English. Knowledge of another UN language is an advantage.

3. Project Manager, ACPI project (funding from DFAT)

I. Post Information	
Post Title: Project Manager, ACPI Organizational Unit: BPPS Report to: Project Technical Adviser, GAIN Duty Station: Singapore Post Status: Non-Rotational	Source of Funding: DFAT-supported project Proposed Grade: P4³ Post Classification: Pending Classification Approved by:
II. Organizational Context	
<p>Anti-corruption has recently been one of the fastest growing policy and programming service areas in the UNDP and worldwide as a result of tremendous movement on the discourse on anti-corruption. The transparency and access to information movements have increased demand by citizens for greater transparency and accountability. The advent of the United Nations Convention Against Corruption (UNCAC) and its near universal ratification (178 state parties as of 25 March 2016) positively added to the global anti-corruption movement. There is increasing evidence that corruption hurts the poor disproportionately and hinders efforts to achieve the SDGs, whereas enhanced transparency, accountability, and anti-corruption do have a 'development dividend'.</p> <p>Thus, as reflected in UNDP Strategic Plan (2014-2017) and the 2030 development agenda, there is emerging consensus among governments, donors, civil society organizations, the private sector and the development community that corruption is a major bottleneck to development.</p> <p>With this background, anti-corruption programming is becoming one of the key priorities in fostering democratic governance in UNDP. For example, UNDP's Result-Oriented Annual Report (ROAR) shows that with support from the global and regional programmes, more than 82 UNDP Country Offices provided anti-corruption support to governments to integrate transparency, accountability and anti-corruption components in various national development processes.</p> <p>In order to respond to the growing demand for technical assistance on anti-corruption, UNDP signed a cost-sharing agreement of USD 10.6 million for 2012-2015 with the Department of Foreign Affairs and Trade (DFAT, previously known as AusAID) in 2012 to implement UNDP's global project titled "Anti-Corruption for Development Effectiveness: Strengthening Anti-Corruption Systems, Institutions and Mechanisms for MDG Acceleration and Human Development". This four year project was an integral part of the UNDP Global Programme on Anti-Corruption for Development Effectiveness (PACDE) (2008-2013), which, in 2014, has been succeeded by the UNDP's Global Anti-corruption Initiative (GAIN) (2014-2017). The project was implemented in coordination with UNODC's global project and a joint UNDP-UNODC project in the Pacific. In the first half of 2015, an independent mid-term review of the project was also conducted and a management response from UNDP was submitted to DFAT, Australia to inform the priorities and partnership for the second phase (July 2016- June 2020).</p>	

³ This is subject to the UNDP Human Resources' classification of the posts.

The Phase 2 Project “Anti-Corruption for Peaceful and Inclusive Societies in the Asia-Pacific region” (ACPI) aims to provide support to strengthen state/institutional capacities at the national level through advisory support, knowledge and awareness, capacity development, coordination and partnership. UNDP thus requires the services of a Project Manager to manage and oversee the day-to-day activities of the ACPI project. Based in Singapore, the Project Manager will also be part of UNDP global anti-corruption team.

III. Duties and Responsibilities:

Under the overall supervision of the Project Technical Advisor of the ACPI project, the Programme Manager will be responsible for coordinating, planning, monitoring and implementation of the global programme. More specifically, the manager will perform the following tasks:

Project management:

- **Developing workplans:** In consultation with the Technical Advisor, develop project workplans (annual and bi-annual) and ensure that work plans adhere to the business case of global programme. Revise workplans and the programme budget according to the decision of the Board (if necessary).
- **Day to Day management:** Responsible for day-to-day management of the ACPI project in consultation with the Technical Advisor, including drafting TORs, identifying consultants, arranging their recruitment, backstopping their work, tracking project expenditures including ensuring that all financial transactions are properly recorded. Ensure that all relevant contracts are signed and adhered to by the consultants and the quality of deliverables checked. Review the quality of products/deliverables. Ensure project deliverables are completed on time. Provide formal and informal regular briefs on progress to the advisor and Governance and Peace-building cluster broadly. Identify and address cross-cutting issues around inclusiveness, in particular gender equality and disability inclusion. Monitor staff and subcontractor performance to ensure that the technical quality of consultants/subcontractors output meets the requirements of the ACPI project. Oversee organization of competitions and grant allocations to Country Offices to implement sectoral and social accountability initiatives. Manage grants agreements signed with partners to implement joint anti-corruption activities.
- **Reporting:** Responsible for compiling and reviewing mid-term and annual project reports, coordinating evaluating, maintaining detailed database on global programme, and preparing reports to the donors and project board for approval. Act as the Secretariat to the Project Board meetings. Be responsible for providing inputs and updating UNDP’s corporate reporting tools, including Enhanced Results-Based Management Platform.
- **Coordination:** Review the quality of regional workplans. Coordinate with Regional and country level teams and monitor and ensure that regional and country level workplans are being implemented according to the business case of global programme.

Programme and policy support:

Provide inputs to the overall status of the project, bottlenecks, success stories, and new opportunities within the framework of the programme. This includes:

- Assist Technical Advisor in clarifying UNDP corporate policies, approaches and priorities to the regional teams and UNDP country offices.
- Organizing and coordinate conferences, events, and workshops in consultation with the Technical Advisor.
- Coordinate the collection, production and dissemination of materials and other resources to support

UNDP's anti-corruption projects.

- Carry out other duties as assigned by the Technical Advisor and Director/Chief of Profession of Governance and peace-building cluster.
- Liaise and coordinate with other UNDP global programmes and other UNDP areas of work to make sure that anti-corruption strategies, policies and programs of ACPI are mainstreamed in other areas and practices.

Knowledge management:

- Coordinate and manage drafting, professional design, production, and dissemination of reports, training manuals, case studies, practice notes, conference papers, primers, discussion notes, project documents, project reports, minutes of meetings, terms of reference, and UNDP's publicity and communication materials
- Responsible for developing and updating databases of UNDP projects and initiatives on anti-corruption;
- Develop and revise the contents of the shared online workspace and the UNDP website for anti-corruption service area, including both external website and teamworks space.

Practice advocacy:

- Serve as a focal point for ACPI.
- Develop and/or maintain the roster of experts, institutional partners, and consultants in anti-corruption, including monitoring client feedback from projects to strengthen the core areas of expertise available to the cluster.
- Enhance partnership-building, communications, and outreach to other relevant organizations, particularly with UNODC, UNECA, TI, Integrity Action, U4, GTZ, World Bank, and other donors, relevant research institutes and civil society organization from both South and North, in particular women's organisations.
- Coordinate activities and monitor global, regional and country level initiatives.
- Represent UNDP and ACPI externally at appropriate professional meetings and outreach events where the Technical Advisor and Governance Peace-building cluster need the representation and presentation of UNDP approach and strategies as well as knowledge products.

IV. Required Selection Criteria

Competencies:

Professionalism:

- Demonstrates professional competence and mastery of Project Management methodologies, standards and tools including Prince-2, ATLAS and Enhanced Results-Based Management Platform.
- Knowledge of IT implementations such as teamworks in UNDP.
- Thinks logically and analytically in a problem-solving environment.
- Ability to produce reports and papers on technical issues, particularly the emerging issues on anti-corruption and to review and edit draft knowledge products.
- Ability to apply UN rules, regulations, policies and guidelines in work situations.
- Strong motivation and track record of experiences on anti-corruption including both project management and development of knowledge products; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Self-reliant and able to work independently as well as in a team.

- Work experience in multi-cultural environment, and sensitivity to issues around inclusiveness, in particular gender equality and disability inclusion.
- Knowledge of UNDP human resources and procurement functions.
- A proven track record of working with relevant partners in the area of anti-corruption will be preferred.

Planning and Organizing – Ability to organize, plan and implement work assignments, manage competing demands and work under pressure of frequent and tight deadlines. Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment.

Communication - Excellent communication (spoken and written) skills, including the ability to convey complex concepts both orally and in writing, in a clear concise style. Demonstrated ability to communicate effectively at all levels, especially in technical support functions, training activities and seminars/demonstrations to executive and senior staff.

Client Orientation – Ability to identify and analyze needs for the advisory support and other type of assistance to UNDP regional centres/Country Offices and programming countries and propose appropriate solution to meet business requirements.

Education/Experience/Language:

Education: Advanced university degree in political science, economics, or public administration with specialization in development studies, or relevant discipline.

Experience: Minimum of 7 years of professional experience, including at least 3 years project based and policy work on anti-corruption; strong writing and drafting skill; demonstrated capacity to perform outstanding research and analysis on anti-corruption.

Language Requirements: Outstanding communication skills, verbal and written, in English.

4. Knowledge management consultant (global) (To be funded by UNDP)

Job ID/Title :	Knowledge Management Consultant, Anti-corruption (Global)
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNDP
Practice Area :	Governance and Peace-building
Type of Contract :	Individual Consultant
Duty Station:	Singapore
Duration of Initial Contract:	1 year (with possibility for extension)

Background:

The Bureau for Policy and Programme Support (BPPS) of UNDP plays a key role in strengthening knowledge management and policy guidance in UNDP including the coherence and quality of anti-corruption knowledge, which is coordinated by UNDP's Global Anti-corruption Initiative (GAIN) (2014-2017). GAIN's focus on knowledge management and compilation of lessons learned at country, regional and global levels has significantly contributed to consistent and coherent policy direction, rigorous quality standards and valuable service platforms.

The long-term goal of Knowledge Management (KM) in UNDP is to position UNDP as a World Class Knowledge Organization linking local experiences to global policies. UNDP aspires to be on the cutting edge of policy analysis and knowledge sharing. Knowledge management in UNDP is guided by a Knowledge Strategy that enables UNDP to share and leverage its knowledge and experience across countries, regions, practices, UN agencies and external partners. The Knowledge Strategy creates a human and technical infrastructure to enable staff and practitioners to learn, share, connect and contextualize knowledge by enhancing collaboration and creating a cultural change with regard to the organization's approach to knowledge management. This represents the next stage in the evolution of Knowledge Management in UNDP.

GAIN is UNDP's main vehicle for supporting and coordinating UNDP's anti-corruption work both internally through UNDP regional hubs and country offices and externally with other relevant partners. In addition to producing knowledge products on relevant anti-corruption topics, UNDP also coordinates the interagency anti-corruption web-portal "www.anti-corruption.org", which provides information by various thematic areas and also online courses on anti-corruption.

The Knowledge Management consultant will support knowledge management of the ACPI project through GAIN's global network, Teamworks, the public website, governance peace-building knowledge base, and the UNDP's intranet. The consultant will support the GAIN's global, regional and country level networks in maintaining the high quality of network knowledge products while also allowing for the Community of Practice (also known as GAIN's global network) to undertake new initiatives, and adapting network products, such as global news updates, to serve the new client base, in light of the growth in membership and commensurate rise in the level and scope of network; and of the new platforms and tools available to the practice. The incumbent will assist in facilitating the GAIN's global network and conduct in-depth research and analysis in governance, mainly through web and document research, and networking with policy advisers and external experts.

Description of Responsibilities:

Research / Content Development:

- Conduct in-depth research and analysis as required by the network products and services;
- Liaise with internal and external partners to identify the appropriate advisors/contacts to respond to Network queries;
- Enhance linkages with internal and external sources of knowledge in coordination with the Global Knowledge Management activities and other regional hubs and focus areas;
- Assist GAIN team in managing the contents of the “www.anti-corruption.org” web-portal. Contact other partners for their contribution of the knowledge products and other materials.
- Support Technical Advisor and Project Manager with research and analysis during the development of selected anti-corruption knowledge products;
- Contribute to the improvement of existing knowledge products and conduct additional research as needed;
- Actively promote the corporate standards in knowledge management; solicit content submissions from practice members; help to insure that content to be published in the workspaces is adequately tagged, named, summarized;
- Maintain the anti-corruption workspace at UNDP’s internal and external websites through updating with relevant documents, news and web links;
- Contribute to strengthen GAIN’s network (thematic programme staff in UNDP country offices and HQ units) through providing support for community collaboration, knowledge sharing and networking;
- Monitor and maintain network and Teamworks spaces’ member lists and performance indicators. Prepare annual reports on GAIN’s global network performance and network utilization including the use of GAIN produced knowledge products;
- Work with the global knowledge facilitators of BPPS, global roster managers; Regional and Group Specialists to determine the suitability of potential consultants and organizations in response to Country Office requests.

Knowledge Management:

- Complete specific knowledge management activities pursuant to the GAIN work plan and build relations with external professionals and institutions, UN system agencies in support of knowledge sharing and management;
- Support Country Offices (COs) in Knowledge Management such as accessing internal knowledge and experts through Teamworks; advise on the application of knowledge and expertise; provide hands-on guidance on KM tools; and identify COs’ KM needs and provide useful solutions and tools;
- Provide advisory services and quality assurance on Knowledge Management to the UN System, as well as define needs for the development and implementation of products and services;
- Provide ad hoc support to Policy Advisor of GAIN on internal knowledge sharing meetings, performance metrics and other events/activities;
- Support the knowledge management strategy in providing strategic input into the development of the strategy on knowledge management and advocating for adoption and implementation of the strategy including standard products and services;

- Assess and codify the impact of GAIN knowledge management work;
- Assist the knowledge management strategy in preparing training and outreach material on Knowledge Management;
- Undertake other tasks as assigned.

Practice and Communications:

- Internal advocacy and communications: Collect content and prepare monthly GAIN News Updates;
- External advocacy and communications: Liaise with UNDP Communications office and other UN agencies;
- Identify and disseminate success stories shared by COPs to appropriate networks and forums;
- Update/maintain information shared through GAIN social media accounts (twitter, youtube, facebook, etc...).

Competencies:

Corporate:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

Knowledge Management Advocacy and Support:

- Demonstrated collaboration and knowledge management experience; knowledge of the democratic governance work of UN agencies;
- Ability to carry out high-quality research and writing with demonstrated research, analytical and writing abilities; especially ability to write clearly and convincingly, adapting style and content to different audiences and to speak clearly and convincingly;
- Ability to produce high quality inputs and outputs and in a timely manner while understanding and anticipating the evolving client needs;
- Effective web and Internet skills (knowledge of web language, software); knowledge of database systems and other IT applications. Uses information and internet technology applications effectively as a tool and a resource;
- Effective organizational and administrative skills; and ability to work independently;
- Sound judgment and the ability to manage competing priorities.

Communications, Partnership building and team work:

- Client and service oriented; ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service;
- Demonstrated flexibility to excel in a multi-cultural environment;

- Proven ability to work proactively, independently and as part of a multi-sectoral team.
- Demonstrated ability to adapt quickly to new working environments; and work under pressure.
- Excellent interpersonal and communication skills;
- Strong presentation skills in meetings with the ability to adapt for different audiences;
- Good negotiating and networking skills;
- Provides constructive coaching and feedback.

Qualifications:

Education:

- Masters Degree in International Relations, Economics/Management, Development Studies or related field.

Experience:

- Minimum 2 years' experience in programme activities for UNDP or another international organization preferably in a capacity that involved work related to Knowledge Management and practice area issues with a focus on UNDP's practice policies.

Computer skills:

- Excellent computer skills and experience using the Internet and web based applications. Advanced knowledge of excel or other statistical software;
- Proficiency in the usage of computer and office software packages including social media and web 2.0 platforms.

Languages:

- Excellent writing, editing and oral communications skills in English is required;
- Proficiency in at least one other UNDP official language is desirable.

5. Junior Professional Officer (JPO) (Funding from UNDP, other donors)



TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information:

Title: Junior Professional Officer

Sector of Assignment: Anti-Corruption

Country: Singapore

Location (city): Singapore

Agency: UNDP

II. Supervision

Title of Supervisor: Technical Advisor of the ACPI project

Content and methodology of supervision:

The JPO will work for the ACPI project under the overall supervision of the Project Manager. The candidate will furthermore liaise with the Governance and peace-building cluster in New York, regional teams, UNDP Country Office staff and other relevant partners. The JPO will be stationed in Singapore under the Global Policy Centre for Public Sector Excellence, which also hosts the ACPI project.

III. Duties, Responsibilities and Output Expectations:

The candidate will primarily assist in the implementation of the ACPI project. The candidate will serve as a global focal point on ACPI's global advocacy work. More specifically the JPO will:

- Assist with the coordination of ACPI's global advocacy and awareness related activities with internal and external partners.
- Coordinate UNDP-UNODC anti-corruption day campaign. This includes support in developing campaign themes and advocacy materials, coordinating with UNODC and other partners, developing template for EOIs and serving as a focal point of the campaign.
- Support the ACPI team in the preparation of UNDP's participation and representation at the major internal fora such as the International Anti-corruption conference (IACC), and Conference of the State Parties (COSP) to UNCAC. Liaise with both internal and external partners to organize side events and launch knowledge products.

- Liaise with other UN agencies and partners to engage on global advocacy and partnership events at the UN General Assembly and other major global conferences and events such as the CSW and ECOSOC meetings.
- Support ACPI team and engage on strengthening global partnership on anti-corruption.
- Support the Technical Advisor and Project Manager in various project related activities such as assisting with the capacity building processes, including the development of tools and other skill development resources and the implementation of training programmes, collecting best practices for sharing with other regions through existing networks and developing databases and rosters of experts, institutions and training materials.
- Carry out other duties as assigned by the supervisor.

IV. Qualifications and Experience:

- **Education (Master's degree or equivalent):** A recognized graduate degree in Political Science, Law, Economics or related field.
- **Work Experience:** At least three years' experience in development field with preference given to candidates with strong governance background. The background on anti-corruption is preferable.
- **Key Competencies of the Assignment:** Familiarity with UNDP's work on democratic governance and peace-building; good team building skills; ability to work with people of diverse cultural backgrounds; ability to take initiative; ability to organize work efficiently and deal with a heavy workload; Excellent interpersonal, communication, administrative skills; full working knowledge of English, including excellent writing skills; and advanced computer skills (word processing/spreadsheet/excel/PowerPoint).

V. Learning Expectations:

Upon completion of the two year assignment, the candidate will be able to:

- Acquire good broad knowledge and analytical skills of democratic governance issues and a more in-depth substantive knowledge of the anti-corruption programming;
- Appraise and prepare projects addressing the development of knowledge tools on anti-corruption;
- Write assessment reports on anti-corruption programme related areas;
- Monitor and evaluate progress of global programme implementation.

VI. Background Information:

As reflected in UNDP's Strategic Plan (2014-2017), anti-corruption is one of the priority areas of UNDP. Because of the near universal ratification of UNCAC as well as the global development discourse such as the 2030 agenda and the Sustainable Development Goals (SDGs), the demand for the policy and programme support on anti-corruption is very high.

To respond to the growing demand, UNDP is correctly implementing its Global Anti-corruption Initiative (GAIN) (2014-2017), which aims to provide policy and programme support on anti-corruption to UNDP programming countries through UNDP Country Offices (COs) and Regional Service Centres based in Bangkok, Istanbul, Addis, Panama and Amman. The overarching objective of GAIN is to support countries to strengthen anti-corruption institutions and civic engagement mechanisms to increase transparency, accountability and anti-corruption by: (1) Integrating anti-corruption solutions in service delivery to contribute to development goals such as the SDGs; (2) Strengthening state/institutional capacity to implement UNCAC and prevent corruption, (3) Mitigating corruption risks in climate finance and natural resource management, (4) Enhancing civic engagement, youth and women's empowerment for increased transparency and accountability at national and local levels, and (5) Improving results-based management on anti-corruption.

GAIN works with both state and non-state actors (both demand and supply side of governance/anti-corruption) to strengthen integrity, transparency and accountability. GAIN applies three pronged approach: Corruption risk mitigation approach (identifying major corruption risks in each sectors such as health and education and support for the implementation of a mitigation plan), social accountability approach (strengthening service monitoring and oversight by communities) and empowerment approach (strengthening youth and women's networks). GAIN also facilitates the south-south and triangular exchange of anti-corruption knowledge (e.g., sharing Singapore's experiences on combating corruption).

Based in Singapore under the UNDP Global Policy Center for Public Sector Excellence, GAIN currently has five global level staff (2 full time staff + 3 consultants), 5 regional focal points and more than 40 countries currently being supported.

In terms of global advocacy, UNDP has been successfully launching the International Anti-corruption Day campaign together with UNODC since 2009. The campaign has reached more that 300 million people around the world, Similarly, UNDP working together with other partners has been very visible through its global research and advocacy through the major fora such as the Conference of the State Parties to UNCAC, the International Anti-Corruption Conference, UNDP's Global Policy and Programme Dialogue and the special events at the General Assembly.

VII. Information about Living Conditions at the Duty Station:

The JPO will be placed in Singapore under the UNDP Global Policy Centre for Public Sector Excellence. Singapore has been ranked one of the top cities for expats in terms of quality of live and other indicators.

6. Administrative Assistant (funding from DFAT)

I. Position Information
<p>Job Code Title: ACPI Programme Assistant</p> <p>Pre-classified Grade: GS-5/6 Salary Scale</p> <p>Supervisors: Project Technical Advisor and Project Manager of ACPI Project</p>
II. Organizational Context
<p>As reflected in UNDP's Strategic Plan (2014-2017), anti-corruption is one of the priority areas of UNDP. Because of the near universal ratification of UNCAC as well as the global development discourse such as the 2030 agenda and the Sustainable Development Goals (SDGs), the demand for the policy and programme support on anti-corruption is very high.</p> <p>To respond to the growing demand, UNDP is currently implementing its Global Anti-corruption Initiative (GAIN) (2014-2017), which aims to provide policy and programme support on anti-corruption to UNDP programming countries through UNDP Country Offices (COs) and Regional Service Centres based in Bangkok, Istanbul, Addis, Panama and Amman. The overarching objective of GAIN is to support countries to strengthen anti-corruption institutions and civic engagement mechanisms to increase transparency, accountability and anti-corruption by: (1) Integrating anti-corruption solutions in service delivery to contribute to development goals such as the SDGs; (2) Strengthening state/institutional capacity to implement UNCAC and prevent corruption, (3) Mitigating corruption risks in climate finance and natural resource management, (4) Enhancing civic engagement, youth and women's empowerment for increased transparency and accountability at national and local levels, and (5) Improving results-based management on anti-corruption.</p> <p>The ACPI project, being part of the GAIN programme and supported by DFAT, Australia will work with both state and non-state actors (both demand and supply side of governance/anti-corruption) to strengthen integrity, transparency and accountability. ACPI will apply three pronged approach: corruption risk mitigation approach (identifying major corruption risks in each sectors such as health and education and support for the implementation of a mitigation plan), social accountability approach (strengthening service monitoring and oversight by communities) and empowerment approach (strengthening youth and women's networks). ACPI will also facilitate south-south and triangular exchange of anti-corruption knowledge (e.g., sharing Singapore's experiences on combating corruption).</p> <p>In order to provide effective support to both global, regional and country teams, ACPI project requires services of a programme assistant, who will work closely with the procurement and operation team of Malaysia CO and the operation team of BPPS based in new York.</p> <p>Under the guidance and direct supervision of the Technical Advisor and Project Manager of ACPI project, the Programme Assistant will provide an administrative support role to the GAIN/ACPI team in the design, planning and management, evaluation and monitoring and reporting of initiatives/ activities on anti-</p>

corruption under the Project. The Programme Assistant will promote a results-oriented approach to UNDP's anti-corruption initiatives, consistent with UNDP mandates.

III. Functions / Key Results Expected

Summary of Key Functions:

- Assist in the administration and implementation of GAIN/ACPI delivery through ATLAS adapt processes and procedures, and support results-based management, including preparing and allocating budgets, ASL to Regional Hubs and country offices and managing travel arrangements, etc.
- Provide support and assistance to the GAIN team in the management of Project initiatives/ activities.
- Support in the creation of strategic partnerships and implementation of the resource mobilization strategy.
- Participation in knowledge building and knowledge sharing.
- Enhanced learning and professional development.
- Other functions, as required.

Assist in the administration and implementation of GAIN Project delivery through

- Logistical arrangements for conferences/workshops/Forums/meetings/other undertaken by the GAIN/ACPI team.
- Creating information packages, letters of invitation and other relevant documentation for various events.
- Assist in processing of Staff/ Participants Travel Claims in line with financial procedures.
- Assist in the logistical arrangements for visiting missions and in obtaining visas for Staff/ others travelling to the field.
- Presentation of information on the status of financial resources, as required.
- Assisting in timely disbursement of payments.
- Preparing bank documents, e.g. T/T and assist in banking runs for events.
- Presenting information/ reports for identification of areas for support and interventions.

Provide support and assistance to the GAIN team in the management of Project activities:

- Assist in the collection and presentation of researched information for Project concepts, and draft Project documents, work plans, budgets, proposals on implementation arrangements, MOUs, contracts and other relevant documentation.
- Assist in the initiation of a project, entering such a project into Atlas.
- Assist in the follow-up on performance indicators/ success criteria, targets and milestones, preparation/review/comments of/on reports.
- Assist in the preparation of Project work-plan and results-based reporting.

Support in the creation of strategic partnerships and implementation of the resource mobilization strategy for GAIN activities.

- Assist in the analysis of information on donors, preparation of donors' profiles and database such information, establishment of contacts with donor counterparts.

<ul style="list-style-type: none"> • Assist in tracking and reporting on mobilized resources. • Provide support to donor reporting.
<p>Participate in knowledge building and knowledge sharing.</p> <ul style="list-style-type: none"> • Dissemination of information on GAIN/ACPI, such as on its initiatives/ activities, to partner Governments/ stakeholders, UN agencies, donors and development partners. • Coordinate post-production work for publications. • Maintaining a knowledge management database for GAIN/ACPI. • Liaising with other partner Governments/ stakeholders, Regional Centers, UNDP and UNODC Offices, development partners and other relevant actors (as needed for any programme support).
<p>Enhanced learning and professional development.</p> <ul style="list-style-type: none"> • Enrolling and completing online learning courses. • Participating in project workshops, trainings and capacity development initiatives/ activities.
<p>IV. Impact of Results</p>
<p>The key results have an impact on the overall efficiency of the ACPI project. Accurate analysis and presentation of information enhances UNDP position as a strong development partner, particularly in the fight against corruption globally.</p>
<p>V. Competencies</p> <p>Corporate Competencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates commitment to UNDP’s mission, vision and values. <input type="checkbox"/> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability <p>Functional Competencies:</p> <p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Shares knowledge and experience <input type="checkbox"/> Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills <p><u>Development and Operational Effectiveness</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting. <input type="checkbox"/> Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

<u>Leadership and Self-Management</u>	
<input type="checkbox"/> Focuses on result for the client and responds positively to feedback <input type="checkbox"/> Consistently approaches work with energy and a positive, constructive attitude <input type="checkbox"/> Remains calm, in control and good humored even under pressure <input type="checkbox"/> Demonstrates openness to change and ability to manage complexities	
VI. Recruitment Qualifications	
Education:	Completion of secondary school. University Degree in Governance, Business or Public Administration, Economics, Political or Social Sciences is desirable
Experience:	<p>5 Years of progressively responsible relevant programme experience is required at the national or international level.</p> <p>Experience in the usage of computers and office software packages. Excellent writing, communication and organization skills; Excellent team working skills; Good interpersonal skills; High level of accuracy and reliability</p> <p>Familiarity with UN ATLAS-based processes, and UNDP procurement guidelines would be an advantage</p>
Language Requirements:	Fluency in English language.