

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

*ANNEX B*

*Terms of Reference*

**Tender Reference No:2024-05-057**

**Assignment Title: Anti-Corruption Institutions and System Strengthening Support Consultancy Services**

 **Project: Rule of Law and Anti-Corruption (RoLAC II) Programme**

1. ***Background***
	1. This programme builds on the achievements of the previous Rule of Law and Anti-Corruption (RoLAC I) Programme. It aligns with the objectives of the EU – Federal Republic of Nigeria Multi-Annual Indicative Programme (MIP) 2022-2027 and aims to further consolidate justice sector and anti-corruption reforms in Nigeria, reduce gender-based violence, and promote respect for human rights.
	2. Component 3 of the programme is seeking to increase transparency and accountability of anti-corruption systems and reforms. Output 3.3 seeks to strengthen coordination and collaboration amongst the Anti-Corruption Agencies (ACAs) and between the ACAs, Ministries, Departments and Agencies MDAs of Government, CSO, media and private sector, while Output 3.4 seeks to monitor the implementation of AC reforms at state and sub-state levels, strengthen existing ACTUs and increase the number of ACTUs and Anti-Corruption internal oversight mechanisms (where needed) and citizens’ information and participation mechanisms. All these are expected to further strengthen the strategic and operational capacities of national and sub-national ACAs as well improve coordination and collaboration in the fight against corruption in the country.
	3. Under ROLAC-1, support was provided to the Federal Ministry of Justice for the operationalization of the National Anti-Corruption Strategy (NACS) 2017 – 2021, including the establishment of the NACS Secretariat and development of the follow-on NACS 2022 – 2026. Hands on technical support was also provided to ROLAC I focal states for the development of the state -specific anti-corruption strategies, aligned to the NACS. The results are the development and implementation of state-specific anti-corruption strategies in 3 of RoLAC’s five focal states including the Kano State Anti-Corruption Strategy (KANSACS), the Anambra State Anti-Corruption Strategy (ANSACS) and the Adamawa State Anti-Corruption Strategy (ADSACS). Edo State also received support for the development of the Edo State Integrity and Accountability Strategy (EDSIAS), which currently awaits executive ratification. In addition, the Anti-Corruption and Transparency Units (ACTU) in Federal Ministries, Departments and Agencies (MDAs) were strengthened to serve as the implementation units (IUs) for the NACS in the federal MDAs. ROLAC I further facilitated the establishment of ACTUs in Adamawa, Kano and Anambra State to serve as the IUs for the different state Anti-Corruption Strategies in the respective states’ MDAs.
	4. With a mandate to strengthen anti-corruption systems and processes, ROLAC II therefore seeks to build on the progress made under ROLAC I to ensure the full establishment and functionality of the new anti-corruption systems and structures in RoLAC focal states, supporting the review of existing processes and the development and establishment of new structures particularly at the local government levels, as well as the strengthening of processes or procedures to enhance transparency and accountability of these anti-corruption systems and reforms efforts at the national and sub-national levels.
	5. The purpose of this ToR is therefore to engage the services of Two (2) consultants or a consulting firm able to deploy at least two (2) qualified consultants, working under a pre-agreed Memorandum of Understanding (MOU). They will support the Independent Corrupt Practices and Other Related Offences Commission (ICPC) at the federal level, and key state institutions across ROLAC’s focal states to further facilitate the full adoption and implementation of the anti-corruption strategies developed under the predecessor programme -ROLAC I. Support state-wide deployment of these strategies in federal and state institutions as applicable and strengthen the strategy implementation structures in ROLAC-II focal states and their institutions. While the two (2) consultants must each be fully qualified and selected in their own right, the two must work as a team, with one designated as the Lead Consultant.
2. ***Objectives of the Assignment***
	1. The broader objectives of this ToR, which builds on achievements made under ROLAC I include:
3. To improve the results of anti-corruption efforts and reforms at the national and sub-national levels
4. Increase the corruption prevention capacities of national and sub-national ACAs and
5. Enhance the effectiveness of the internal oversight and accountability mechanisms in MDAs at the national and sub-national levels.

More specific objectives include the following:

1. Support to the Federal Ministry of Justice **(FMOJ)** in the implementation of the NACS 2022 – 2027 as well as support RoLAC focal states of Kano, Anambra, Adamawa, Edo and Lagos to further the development and operationalization of their respective state-specific anti-corruption strategies and action plans. This includes support for stakeholders’ consultative roundtables and technical assistance for the development of necessary policies, regulations, and operational guidelines towards the effective implementation of their anti-corruption strategies as may be applicable.
2. Support to ACAs and other related agencies in the development, review, implementation and evaluation of their different institutional strategies, Standard Operating Procedures and Action Plans. Specific under this objective is support to ACAs to better align their individual strategies to the NACS 2022 – 2026 and its Action Plan. This may include Peer Review Roundtables for ACAs to compare notes and to better align their respective Strategies to the NACS. The consultants may also be required to support the mainstreaming of the NACS into other federal MDAs.
3. Support to the FMOJ & the Technical Unit on Governance and Anti-Corruption Reform (TUGAR) in the periodic assessment of the implementation of NACS 2022 – 2026, as well as support to RoLAC focal states in their progress assessment of their anti-corruption strategy implementation.
4. Support the development, implementation, and review of performance management, and Monitoring and Evaluation Frameworks for ACAs. This includes the development of joint /common performance reporting templates for multi-agency reporting against common performance indicators for ease of data aggregation and comparability.
5. Facilitate the convening of a National NACS Implementation Peer Review and Replication Roundtable.
6. Support the FMOJ in convening meetings of the federal Heads of Anti-Corruption Agencies and the development /deployment of ACAs Coordination Protocol/SOP.
7. Support the setting up and capacity development of sectoral and state level committees for the inter-agency cooperation and partnership in the implementation of state anti-corruption strategies towards improved transparency and accountability in service delivery.

The result of this assignment is expected to contribute to improved coordination and collaboration among the different agencies involved in the fight against corruption in the country across national and sub-national levels, especially in the implementation of national and sub-national anti-corruption strategies. Also expected is the strengthening of the internal oversight, feedback and complaints mechanisms of targeted national and sub-national entities, thus facilitating increased citizens awareness and participation towards improved, more transparent service delivery. More specifically, some of the result from this assignment will include the development, validation and deployment of the operational tools of NACS (2022 – 2026), the adoption (where applicable), and implementation of state anti-corruption strategies in focal states and LGAs, as well as reports on the levels of implementation of the NACS, ANSACS, ADSACS, KANSACS and EDSIAS towards improved service delivery transparency.

1. ***Scope of Work***
	1. The consultants shall provide the services with reasonable skill, care and ability in accordance with the standards set by International IDEA in any contractual agreement associated with these Terms of Reference.
	2. The consultants shall work with different state teams but there will be periodic coordination meetings to share lessons under the guidance of the Anti-Corruption Programme Manager.
	3. The assignment will cover the Ministry of Justice and the key ACAs at the federal level. It will also cover Adamawa, Anambra, Edo, Kano and Lagos States, albeit to different degrees.
	4. The Lead and Associate Consultant shall work as a team to implement the activities. The lead consultant shall coordinate and be responsible reports submission.
	5. This framework contract shall provide a maximum of 150 days/annum for the lead consultant and 100 days/annum for the associate consultant. The total number of days shall not exceed a cumulative total of 450 days for the lead consultant and 300 days for the associate consultant for the duration, commencing on August 19, 2024, to May 30, 2027, of the framework contract.

The specific activities under this ToR shall include:

**Federal Level:**

1. Facilitate the convening of a National NACS Implementation Peer Review and Replication Roundtable.
2. Support the FMOJ in convening meetings of the federal Heads of Anti-Corruption Agencies and the development /deployment of ACAs Coordination Protocol/SOP.
3. Support the setting up and capacity development of sectoral and state level committees for the inter-agency cooperation and partnership in the implementation of state anti-corruption strategies towards improved transparency and accountability in service delivery.
4. Support to the full implementation of the NACS 2022 – 2027 and its action plan.
5. Technical support to FMOJ-TUGAR NACS Implementation Review Roundtable towards sub-national buy-in.
6. Support the FMOJ for the Official launch of the NACS 2022 – 2026
7. Technical support to the FMOJ/NACS Secretariat for the development and validation of the NACS 2022 - 2026 Action Plan
8. FMOJ/ICPC- Technical Assistance to the Workshop for Accounting Officers of federal MDAs for the mainstreaming of NACS Action Plan into their Sector Strategies for an all of government approach. Workshops to emphasize Reporting Compliance
9. Technical assistance to the FMOJ /TUGAR for the implementation Peer Review Roundtable for ACAs (ICPC, EFCC, CCB, FRC, FIRS, and the Bureau for Public Sector Reform -BPSR) to better align their respective strategies to the NACS, agree on priority actions and on modalities for common performance reporting.
10. Technical Support to the NACS M&E Committee for the development and validation of a NACS 2022-2026 M&E Framework and Reporting Templates
11. Technical review retreat of the ICPC Strategic Plan (including sub-national performance) and support for the development of the new ICPC 2024-2028 Organizational Strategic Plan.
12. Facilitate stakeholders’ workshop for the validation of the ICPC Strategic Action plan and inter-departmental retreat.
13. Technical support for the review and delivery of the new Service Delivery Accountability and Transparency Initiatives towards improved service delivery standards (this may require facilitating collaborative partnerships among key government agencies including the Office of the Accountant General, the Fiscal Responsibilities Commission (FRC), the Bureau for Public Service Reform (BSR), Servicom, Corporate Affairs Commission (CAC), and relevant self-regulatory organizations (SROs).
14. Facilitate FMoJ/TUGAR 6-monthly review of the implementation of the NACS 2022-2026
15. Support ICPC’s and EFCC’s M&E system review and optimization
16. Support the FMOJ-NACS Secretariat to hold NACS Replication Workshops for the North-West in Kano.

**Support to Sub-National Anti-Corruption Reforms**

**Anambra State:**

1. Support for the development of annual workplan for the ANSACS Secretariat and the ANSACS Steering Committee.
2. Training for members of the Anti-corruption unit in the MDAs on the implementation of the ANSACS to accommodate changes in the deployment and retirement of staff.
3. Support for the review and development of follow-on of the Anambra State Anti-Corruption Strategy (ANSACS). Current one expired in December 2023.
4. Performance improvement review, training and re-training of key implementing bodies of the Anambra State Anti-Corruption Strategy (ANSACS) including the Anambra State Anti-Corruption Committees (ACCs), Steering Committee, ANSACS Secretariat, ANSACS M&E Committee, the CSOs, Media and top leadership of the MDAs.
5. Support the Head of Service (HOS), State Ministry of Budget and Economic Planning (MB&EP), State Ministry of Justice, Servicom and OGP Roundtable to design a State Service Delivery Transparency Initiative (SSDTI) starting with key service delivery sectors and to agree on modalities for its implementation.
6. Hands-on technical and logistics support for the public launch of the SSDTI.
7. Support to the roll out of the SSDTI in pilot MDAs in Anambra state and the replication of the same in 6 pilot LGAs (two (2) per senatorial district).
8. Technical support to ANSACS/OGP 6-monthly field monitoring and assessment visits to selected State MDAs and the 6 pilot LGAs. This may include systems audit and review of internal oversight and accountability procedures of MDAs and LGAs.
9. Capacity Building for old and new ANSACS-IUs in the state and LGAs on the ANSACS Framework, Standard Operating Procedures (SoP), Action Plan, M&E Framework, Performance Reporting and Compliance.
10. Support for sensitization and public enlightenment on the implementation of the ANSACS in the 21 LGAs of Anambra State.
11. Refresher training for members of the Anti-corruption unit in the MDAs on the implementation of the ANSACs to accommodate changes in the deployment and retirement of staff.

**Kano State:**

1. Roundtable to review the implementation of the Public Complaints and Anti-Corruption Commission (PCACC) work plan with a focus on the oversight functions of the KANSACS secretariat. This will also include follow-up on the outcome of the last performance evaluation.
2. Support for the design /agree on modalities for the implementation of a State Service Delivery Transparency Initiative (SSDTI) starting with key service delivery sectors in partnership with the Head of Service (HOS), State Ministry of Budget and Economic Planning (MB&EP), State Ministry of Justice, PCACC, Servicom and the Open Government Partnership (OGP) initiative.
3. Support to the Kano PCACC / OGP in partnership with the Ministry of Local Government Affairs, HOS and Servicom to design and launch the Kano Model Local Government Transparency Initiative in 6 LGA (2 per senatorial district)
4. Support for the public launch of the SSDTI by the Executive Governor of his representative.
5. Roundtable to review the progress of anti-corruption implementing unit activities, as provided in the KANSACS.
6. Support KANSACS/OGP 6 monthly Field Monitoring and Assessment Visits to selected State MDAs and the 6 Model LGAs
7. Support for KANSACS/OGP Local Government ACTU Accountability Roundtables in the 6 Model Local Government Councils with focus on their Service Delivery Transparency Initiative

**Adamawa State:**

1. Stakeholders’ roundtable to review the progress of ADSACS implementation in Adamawa State including the progress of Anti-corruption Implementing Units’ activities and the implementation of the ADSACS work plan with focus on the oversight functions of the ADSACS secretariat. This will also include follow up on the outcome of the last performance evaluation to identifies gaps, and proffer solutions for improved implementation of the strategy.
2. Support the Head of Service (HOS)/ADSACS Secretariat, State Ministry of Budget and Economic Planning (MB&EP), State Ministry of Justice, Servicom and OGP Roundtable to design /agree on modalities for the implementation of a State Service Delivery Transparency Initiative (SSDTI) starting with key service delivery sectors.
3. Support to ADSACS Secretariat / OGP in partnership with the Ministry of Local Government Affairs, HOS and Servicom to design and launch the Adamawa Model Local Government Transparency Initiative in 6 LGA (2 per senatorial district)
4. Support ADSACS/OGP 6 monthly Field Monitoring and Assessment Visits to selected State MDAs and the 6 Model LGAs
5. Support for ADSACS/OGP Local Government ACTU Accountability Roundtables in the 6 Model Local Government Councils with focus on their Service Delivery Transparency Initiative with the Local Education Authority, the Primary Health Management Board and the Local Government Markets Committee
6. Support for the public launch of the SSDTI by the Executive Governor or his representative.
7. Roundtable to review progress of anti-corruption implementing unit activities, as provided in the ADSACS.

**Edo State:**

1. Support to the Edo state Head of Service (HOS) Roundtable to agree on modalities for the implementation of a State Service Delivery Transparency Initiative (SSDTI)
2. Support the public launch of the SSDTI by the Executive Governor or his representative starting with key service delivery sectors.
3. Support to EDSIACS Secretariat / OGP in partnership with the Ministry of Local Government Affairs, HOS and Servicom to design and launch the Edo Model Local Government Transparency Initiative in 6 LGA (2 per senatorial district)
4. Support for Edo HOS/FMOJ/OGP Model Local Government Accountability Roundtables in 6 select Local Government Councils with focus on their Service Delivery Transparency Initiative with the Local Education Authority, the Primary Health Management Board and the Local Government Markets Committee
5. Support EDSIACS/OGP 6 monthly field monitoring and assessment visits to selected State MDAs and the 6 Model LGAs.

**Lagos State:**

1. Support for the development of an organizational strategic plan for the Lagos State Public Complaints and Anti-Corruption Commission (LS-PCACC), including the M&E framework and performance management plan.
2. Support for the Stakeholders' Validation and Public Presentation of the Strategic Plan of the LS-PCACC.
3. Official launch and public presentation of the LS-PCACC strategic plan by the State Government.
4. Public sensitization and awareness creation on the LS-PCACC.
5. ***Timing and Work Plan***
	1. This framework contract is effective from August 2024, through May 2027 and sets out the broad coverage of the assignment in this ToR. Specific Service Orders will be issued periodically, which will define the specific activities and deliverables for shorter time windows.
	2. The Contractor’s deliverables must be approved by the Anti-Corruption Programme Manager of the RoLAC II Programme or his designated representative, based on its conformity to the steps and timeline defined herein.
	3. The consultant shall prepare quarterly activities schedule in consultation with the Anti-Corruption (Component 3) team and the focal state teams.
6. ***Deliverables and Reporting Requirements***

In addition to the activity reports, the lead consultant shall submit:

1. monthly progress report to accompany each month’s fee invoice
2. Quarterly Implementation Summary Report as well as
3. Annual Report that focuses on outcomes from the implemented activities.
4. S/he shall also submit at least one (1) outcome story or story of change every 6 months (template to be provided).
5. All reports shall include detailed performance indicators data with necessary disaggregation including gender, agency, and location/state.
6. Quarterly update of relevant log frame indicators including their evidence or means of verification. These indicators include:
* Outcome Indicator 3.3 - Number of local governments in focal states benefitting from implementation of Anti-Corruption reforms.
* Outcome Indicator 3.4 - Percentage of persons trained applying the knowledge and skills (disaggregated by sector (Judicial and Anti-Corruption) by subject matter (prosecutorial outcomes; asset recovery; effective adjudication of corruption cases; procurement); by gender; and by location.
* Outcome Indicator 3.6 - Number of joint initiatives or actions or recommendations from meetings of the ACA coordination/information sharing platforms implemented at Federal and State level.
* Outcome Indicator 3.7 - Percentage of targeted internal oversight mechanisms at state and federal level that submit periodic activity reports.
* Output Indicator 3.1.1 - Number of persons trained disaggregated by sector (Judicial and AC); by subject matter (prosecutorial outcomes; asset recovery; effective adjudication of corruption cases); by gender; and by location.
* Output Indicator 3.2.2 - Number of persons reached with simplified reports and IEC materials targeting anti-corruption reforms, process improvements and/or more transparent service delivery.
* Output Indicator 3.3.1 - Number of institutions that benefit from capacity building measures (training, mentoring, development SOPs on coordination) under the programme.
* Output Indicator 3.4.1 - Number of ACTUs and internal oversight mechanisms supported by the intervention through capacity building.

**Federal Level:**

1. Report of the National NACS Implementation Peer Review and Replication Roundtable.
2. Meeting reports of Heads of Anti-Corruption Agencies
3. Draft FMOJ Coordination Protocol/SOP for ACAs and LEAs.
4. Quarterly progress report on the implementation of the NACS and the SSDTI.
5. Monthly and quarterly implementation report on the NACS and supported state anti-corruption strategies.
6. Activity Report of the FMOJ-TUGAR NACS Implementation Review Roundtable
7. Report of the Official Launch of NACS 2022 – 2026
8. NACS 2022 - 2026 Action Plan
9. Activity Report of the Workshop for Accounting Officers of federal MDAs on NACS
10. Training Impact Assessment Report of ACA Investigators and Prosecutors
11. Report of Peer Review Roundtable for Anti-Corruption Agencies
12. Completed NACS 2022-2026 M&E Framework and Reporting Templates
13. Report of ICPC Strategic Plan Retreat and ICPC Strategic Plan 2024-2028.
14. Activity Report of ICPC Strategic Action planning and inter-departmental retreat
15. Technical report on the Service Delivery Accountability and Transparency Initiatives
16. Activity Reports of FMoJ/TUGAR review of the implementation of the NACS 2022-2026
17. Report on the implementation of the ACTU Effectiveness Index
18. Report(s) of ICPC’s and EFCC’s M&E system review
19. Activity Report of NACS Replication Workshops for the North-West in Kano

**Anambra State:**

1. ANSACS Annual workplan(s)
2. Activity Report on the Training for members of the Anti-corruption unit in the MDAs on the implementation of the ANSACs
3. Activity Report on the development of follow-on Anambra State Anti-Corruption Strategy (ANSACS)
4. Activity Reports of training and capacity building technical assistance sessions for ANSACS Secretariat and other ACSACS Implementing organs and support structures
5. Activity Report on the Head of Service (HOS) retreat to design a State Service Delivery Transparency Initiative (SSDTI)
6. Activity Report on the public launch of the SSDTI
7. Quarterly Progress Report on the implementation of the SSDTI in pilot MDAs and LGAs in the Anambra state
8. ANSACS/OGP Field Monitoring Reports on ANSACS and SSDTI implementation
9. Activity Report on the training of ANSACS-IUs in the state and LGAs
10. Report on public enlightenment on the ANSACS
11. Activity Report Refresher training for members of the Anti-corruption unit in the MDAs

**Kano State:**

1. Activity Report on the roundtable to review the implementation of the PCACC work plan.
2. Activity Report on workshop/retreat to agree on the design and modalities for the implementation of a State Service Delivery Transparency Initiative (SSDTI) in Kano state.
3. Activity Report on the design and launch the Kano Model Local Government Transparency Initiative
4. Activity Report on the public launch of the SSDTI
5. Progress report on the Kano anti-corruption implementing unit (ACTU) activities, as provided in the KANSACS.
6. KANSACS/OGP Field Monitoring and Assessment Reports
7. Activity Report on the KANSACS/OGP Local Government ACTU Accountability Roundtables with focus on their SSDTI.

**Adamawa State:**

1. Activity Report on stakeholders’ roundtable to review the progress of ADSACS implementation in Adamawa State
2. Activity report on HOS/ADSACS Secretariat roundtable to design /agree on modalities for the SSDTI in Adamawa state.
3. Activity report on the launch the Adamawa SSDTI/Model Local Government Transparency Initiative in pilot LGA in the state.
4. Field Monitoring and Assessment reports.
5. Report on Local Government ACTU Accountability Roundtables in the pilot Local Government Councils.
6. Activity report on the launch of the SSDTI in the state.
7. Activity report of roundtable to review progress of anti-corruption implementing unit activities.

**Edo State:**

1. Activity report of the roundtable to review the status of the EDSIACS and identify key challenges in finalizing the process and solutions for its adoption and implementation.
2. Activity report on the roundtable to design /agree on modalities for the implementation of a SSDTI in Edo state.
3. Activity report on the public launch of the SSDTI.
4. Activity report on the design and launch of the Edo SSDTI/Model Local Government Transparency Initiative in 6 LGA (2 per senatorial district).
5. Activity report on the Model Local Government Accountability Roundtables in 6 pilot LGAs of Edo state.
6. Field monitoring visit reports.

**Lagos State:**

1. Activity report on support for the development of a strategic plan for the Lagos State Public Complaints and Anti-Corruption Commission (LS-PCACC).
2. Activity report on validation and public presentation of the Strategic Plan of the LS-PCACC.
3. Report on Official launch and public presentation of the LS-PCACC strategic plan.
4. Report of Public sensitization and awareness creation on the LS-PCACC.
5. **Reporting requirements**; (if any) and their required content and/or format; in addition to the specific deliverables and activity reports mentioned in 5.1 to 5.54 above*, t*he consultant(s) shall be required to submit monthly activity progress reports detailing each activity that was undertaken during the month, the nature (technical assistance session, workshop, training, desk review etc, the number of participants disaggregated by gender, the objective of the assignment, the delivery approach, key issues, lessons learnt and challenges and recommendations).
6. ***Allocation of Fee Days***This assignment is expected to span for 35 months, between 2024 and 2027; and have a maximum of 75 and 50 days each for the lead and associate consultant respectively. The 2025 and 2026 service orders shall be for 11 months and a maximum 150 days and 120 days for the Lead and Associate consultants respectively. The exact number of days accruable shall be defined by the Service Orders flowing from the framework contract. The consultants shall be paid for the actual number of days spent on implementing approved activities.
7. *Language of the reports* shall be English.
8. ***Procedure of acceptance/approval of the deliverables/reports by IDEA.*** All deliverables associated to this ToR are expected to meet the best quality standard and shall be received in electronic and hard copies by the Anti-Corruption Programme Manager within one week after the end of each month.
9. **The Eligibility and qualification of consultants.**

The team of two constants to implement this contract (one lead and one associate) must be a team bound by a Memorandum of understanding (MOU) or be members of an applying firm.

1. Suitable candidates for the lead consultant’s role should have at least a postgraduate certificate in Anti-Corruption Studies, Development Studies, Business Administration, Project Management, Monitoring and Evaluation or other relevant discipline. Possession of a PhD will be a clear advantage. Additionally, the lead consultant should have at least 10 years’ post qualification experience in the following:
2. Experience and demonstrated research capability and experience in adult learning and pedagogy.
3. The design and implementation of Anti-corruption reforms in Nigeria, including strategies, policies, and regulations including developing and contributing to the drafting of anti-corruption strategies at national and institutional levels.
4. Designing and delivering training packages, establishment of implementation structures for policies, strategies, and systems, including the development of operational and reporting tools and training on how to use these.
5. Building relationships with the leadership of MDAs (especially ACAs), particularly at the federal level and in RoLAC II focal states of Kano, Anambra, Adamawa, Lagos, and Edo states while commanding their respect and confidence to deliver similar assignment.
6. Working with leading ACAs and LEAs at the federal level and in RoLAC focal states.
7. Experience in developing coordination mechanisms, action plans and M&E frameworks for National and Sub national anti-corruption strategies, implementation and strengthening such mechanisms.
8. Experience in designing and delivering training packages relating to strategic plans, anti-corruption strategies and its operational tools for government agencies and their stakeholders.
9. Experience conducting national and state anti-corruption strategies implementation reviews, as well as National Ethics and integrity policy implementation reviews.

To effectively complement the Lead Consult, **the Associate Consultant** shall a minimum of master’s degree, preferably in social sciences or humanities and at least 10 years’ post qualification experience in the following:

1. postgraduate certificate in Anti-Corruption Studies, Development Studies, Business Administration, Project Management, Monitoring and Evaluation or other relevant discipline Research, adult learning, and pedagogy.
2. Developing and supporting coordination mechanisms, action plans, and M&E frameworks.
3. Be conversant with the development and implementation of key Anti-Corruption systems and frameworks including National and sub-national Anti-Corruption Strategies, policies, regulations and National Ethics and Integrity Policy.
4. Writing evidence-based activity and impact reports, case studies and stories of change for programmes and projects that strengthen systems and frameworks of ACAs and the implementation of national and sub-national anti-corruption strategies.
5. Ability to work and collaborate with a wide range of stakeholders including government ministries, agencies and departments; civil society and Media at the federal level and ROLAC II focal states.
6. Past hands-on experience supporting lead ACAs and LEAs in the country, especially in strategy development, implementation, and performance management, will be a plus.
7. A good understanding of equity, diversity, and inclusion.
8. **Relations with IDEA counterparts:**

The relationship between International IDEA, the RoLAC programme and the Consultant shall be as defined in this ToR and accompanying contract. Nothing therein may be construed as appointing the Consultant as a representative of International IDEA and the RoLAC programme or conferring to make commitments on behalf of the programme. Prior to the commencement of any contracted activity, RoLAC shall take the necessary steps to introduce the Consultant to the programme’s partners with whom the Consultant will work, or to whom the Consultant will deliver the contracted activity. The consultant shall not speak to the Media on International IDEA’s or the RoLAC programme’s behalf.

1. ***Management and Organisation***

The delivery of this assignment shall be supervised by RoLAC II Anti-Corruption Programme Manager, under the overall supervision of the Head of Programmes for IIDEA in Nigeria. Additional support, including administration and logistics, shall be provided by the Programme Officer for the component.

1. Component 3 team at RoLAC II shall be responsible for the provision of all the required information to the consultants that are deemed necessary for the effective implementation of this assignment.
2. During the assignment, the Component 3 team will be available to provide feedback to any questions the consultants may have. As mentioned above, there shall be periodic meetings led by the Component 3 Manager to coordinate and share lessons and address any challenges.
3. The consultants shall ensure gender equality and inclusion in implementation of this assignment. Furthermore, in identifying participants for the workshops or training sessions, the organisations will be encouraged to ensure gender balance in nominating and in electing their representatives to participate. They will also ensure that persons with disabilities or their organisations are represented, where possible.
4. The Component 3 team will also oversee final acceptance of the deliverables.
5. *Payment Terms*

The consultant shall be paid a daily consultancy fee rate (inclusive of all indirect costs and excluding travel and accommodation costs) for their services, based on the satisfactory completion of milestone activities specified in Service Orders that shall be issued pursuant to a Framework Agreement for the delivery of these Terms of Reference.

The consultant shall be required to submit a comprehensive financial proposal in response to this assignment. The financial proposal must be in Naira and be all inclusive of all applicable taxes and indirect costs. Kindly note that International IDEA is not tax exempt and does not have a VAT number.

Official travel associated with the assignment will be provided by International IDEA in accordance with the International IDEA Travel Policy and Procedures. International IDEA will make the bookings and settle the costs directly with their official travel agent(s) for flights and accommodation to the extent that these costs are to be covered by International IDEA over and above the contract price**. These will not be reimbursable expenses.**

However, claims may be made on per diem resulting from travel associated with the assignment.

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| **PER DIEM CALCULATION** |
| **DESCRIPTION** | **PERCENTAGE** | AMOUNT (EURO) |
| Lunch | 40% | EUR 22.80 |
| Dinner | 40% | EUR 22.80 |
| Incidental Expenses | 20% | EUR 11.40 |
| **TOTAL PER DIEM AMOUNT** |  | **EUR 57.00** |
| Please note that exchange rates for each can be accessed from the link below. [https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro\_en](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommission.europa.eu%2Ffunding-tenders%2Fprocedures-guidelines-tenders%2Finformation-contractors-and-beneficiaries%2Fexchange-rate-inforeuro_en&data=05%7C02%7Cm.ekhator%40idea.int%7C5d36436dee6a429066ea08dc7fd7a69f%7C40f2f3b3295a4dc3b356e57f3a7d4759%7C0%7C0%7C638525811416295230%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=pOpSPXCkuCWCr19NmnhR1hYuAhBmFbu%2BBRegWOHr2Mo%3D&reserved=0) |

1. *Monitoring and Evaluation*

The Consultant will collect, analyse, and report programme performance data against all relevant Component 3 indicators in the RoLAC Log frame attached to appendix 2. Appendices

1. appendix 1 – Log frame targets
2. appendix 2 - Quarterly Progress Review (QPR) Template
3. appendix 3 - End of Activity Report Template
4. appendix 4 - Quarterly Narrative Reporting Template\_C3
5. appendix 5 – Template for Outcome story/story of change (Will be developed and is required after the consultant is engaged)