

## TERMS OF REFERENCE

**Post Title:** Consultancy to develop Zambia's Anti-Corruption Commission's five-year Strategic plan for 2017-2022

**Project Location:** Zambia

**Duration:** 21 consultancy days

**Closing Date:** 3 May 2016

**Fee:** All-inclusive fee of £15,000

### **Background**

The Commonwealth Secretariat through the Public Sector Governance Unit has received a request for assistance from the Government of Zambia to provide technical support the Zambia Anti-Corruption Commission (ACC) towards the development of a new Strategic Plan for the period 2017-2022.

### **Introduction**

In 1980, the Government of Zambia enacted the Corrupt Practices Act No. 14 which established the Anti-Corruption Commission as a body charged with the sole responsibility of investigating corruption cases and prosecution of culprits. This Act was later repealed and replaced by the Anti-Corruption Commission Act No. 42 of 1996 which among other things gave operational autonomy to the ACC.

The ACC currently draws its mandate from Section 6 (1) of the Anti-Corruption Act No 3 of 2012. Its main functions include the following:

- (i) Educating the public on matters of corruption and enlisting their support;
- (ii) Preventing corruption in both public and private bodies;
- (iii) Initiating, receiving and investigating allegations of corruption; and
- (iv) Prosecuting corruption cases.

### **Structure of the ACC**

The ACC is made up of a Board of Commissioners and the Directorate. The Board consists of five Commissioners, who are all appointed by the President (ie the Chairperson, Vice-Chairperson and three other Commissioners).

The Directorate comprises of the following:

1. Director-General
2. Deputy Director-General
3. Secretary to the Commission, who is also responsible for Finance and Administration

4. Director of Investigations
5. Director, Corruption Prevention
6. Director, Community Education; and
7. Director, Legal and Prosecution.

### **Functions**

The ACC is mandated to perform the following functions:-

- (i) Prevent and take necessary and effective measures for the prevention of corruption in public and private bodies;
- (ii) Receive and investigate complaints of alleged or suspected corrupt practices, and subject to the directions of the Director of Public Prosecutions (DPP), prosecute those suspected of involvement in corruption;
- (iii) Investigate any conduct of any public officer which in the opinion of the Commission may be connected with or conducive to corrupt practices;
- (iv) Disseminate information on the socio-economic effects of corrupt practices, and enlist and foster public support against corrupt practices; and,
- (v) Do such things as are incidental or conducive to the attainment of the functions.
- (vi) In order to effectively and efficiently perform these functions, the Commission has established five main departments namely: Investigations; Legal and Prosecutions; Corruption Prevention; Community Education, and; Finance and Administration.

### **Objective**

The Commonwealth Secretariat, through its Public Sector Governance Unit (PSGU), is seeking the services of a consultant to assist the ACC to develop a 5-year Strategic Plan for the period 2017 to 2022.

### **Scope of work**

The main scope and focus of the assignment is the provision of technical support towards the development of ACC's new strategic plan for the period 2017 to 2022. The work will be preceded by the development of a suitable workplan, including methodology and time frame, outlining how the assignment will be implemented.

The consultant, working with the ACC technical team, will conduct a thorough assessment of the Commission's strengths and weaknesses, as well as external opportunities and threats, with a view to identifying appropriate strategic options for the new plan period. The assessment will include review of relevant documents, in particular ACC's vision and mission statements, previous strategic plans, the Zambian Constitution and all relevant laws and policies and other important documents.

The consultant will use various participatory approaches with a view to ensuring that all ACC staff, the Board of Commissioners, development partners and all stakeholders are consulted and their inputs considered.

The various inputs shall then be collated and validated in a senior management workshop following which the data obtained would be analysed and synthesised for use in determining the ACC's strategic direction under the new Plan.

**Deliverables:**

The consultant will then finally draft and complete ACC's new strategic plan, which will include an appropriate monitoring and evaluation framework, resource mobilisation strategies, log frame, communication plan and other critical components.

**Duration, Time frame and Reporting**

The consultancy is expected to take 21 working days, excluding travel days. The Consultant shall report to the Director-General, Anti-Corruption Commission, Zambia. The assignment is expected to commence on 2<sup>nd</sup> May 2016 and be completed by 15<sup>th</sup> June 2016.

**Required Experience and Qualifications:**

- Must be a Commonwealth citizen
- Minimum 10 years' experience in organisational development and/or strategic planning in the public sector
- Ability to work collaboratively with multiple stakeholders and under tight deadlines
- Knowledge of Zambia's political economy and experience working with governance related institutions especially anti-corruption agencies
- Excellent communication, organisational, facilitation and synthesis skills
- Advanced university degree and other suitable post graduate qualifications

**Budget:**

All-inclusive fee of £15,000