



# PROMOTING ANTI-CORRUPTION & INTEGRITY STRATEGIES (PAIS) - NATIONAL CONSULTANT

## TERMS OF REFERENCE

### Background

Transparency International Papua New Guinea (TIPNG) is the national chapter of the global Transparency International Movement. TIPNG was formed in 1997 by a group of concerned citizens, headed by the Late Sir Anthony Siaguru, with the aim of combating corruption and promoting openness, honesty and accountability in public and private dealings.

The National Integrity System of Papua New Guinea comprises agencies in the executive, legislature, judiciary, the public sector, the main public watchdog institutions (e.g. supreme audit institution, law enforcement agencies), as well as political parties, the media, civil society and business as the primary social forces which are active in the governance arena and will soon hopefully be augmented by the Independent Commission Against Corruption (ICAC) for which as an Organic Law has just had its second reading in Parliament.

TIPNG is seeking an experienced consultant to undertake an update of the National Integrity System (NIS) Assessment of PNG, since the last report released in 2003. The primary purpose of conducting a NIS update is to:

- (a) assess whether there has been any progress over time with regards to the country's integrity systems;
- (b) identify specific changes (both positive and negative) which have occurred since the full NIS report was published; and to
- (c) identify recommendations and advocacy priorities for improving the country's integrity systems.

### Description of Tasks

The primary tasks of the PAIS National Consultant are to:

- Identify and conduct interviews with key individuals and organisations (at least two interviews per pillar – one external expert and one official from the relevant institution), after consulting with TIPNG (and after notifying the government and getting any consent necessary to conduct the survey, should this be required)
- conduct survey, write and deliver the NIS report and provide NIS scores within the agreed timetable of 6 months and based on the standards laid out in the NIS toolkit
- Prepare for and attend the project inception workshop with the TIPNG Office
- Design a template for an Anti-Corruption Strategy Memoranda of Understanding (MoU) for use with Integrity Institutions
- Participate in monthly progress meetings with the TIPNG PAIS team
- Revise the draft NIS report based on feedback from the PAIS Team, advisory group and TIPNG
- If required by TIPNG, manage implementation of transparency field tests
- Conduct a participatory mapping session
- Conduct NIS Assessment validation meetings
- Conduct subsequent internal strategizing and action planning workshop with Integrity Institutions

## Qualifications, Skills & Experience

The lead consultant should have the following qualifications:

- Background in political science, public administration, law or another related social science
- Proven expertise in political-institutional analysis, with particularly strong knowledge of Papua New Guinea's governance and justice systems
- Excellent understanding of the legal framework and actual practice of the country's major governance institutions
- Familiarity with transparency, accountability and anti-corruption discourse
- Ability to write succinctly and for a non-academic audience
- Proven commitment to practical policy reform and evidence-based advocacy in the field of anti-corruption and good governance
- Experience in working with/applying quantitative indicators and rating methodologies.
- Experience using participatory research techniques
- Compliance with Investment Promotion Authority (IPA) requirements
- Compliance with International Revenue Commission (IRC) requirements

## Reporting Arrangements

The consultant will be reporting directly to the Executive Director who will then report to the Board of Directors. The outline of the report will be decided at a later time with TIPNG management approval.

## Timeline

Action	Time frame
Sign contract with National Consultant	15 July 2020
Consultant conducts assessment study (desk review, interviews, questionnaires), drafts report and scores indicators whilst TI-S reviews each pillar and provides feedback on a rolling basis	Aug – November 2020
Results of the NIS update is reviewed by advisory group and/or focus groups	December 2020
Consultant produces revised draft of NIS update report	December 2020
Chapter organises NIS progress workshop (where applicable) and revises the findings accordingly	January 2021
Consultant and copy-editor make final changes to the report	January 2021
Final Report Submission	February 2021

## Procurement Process

This procurement is being conducted under TIPNG's procurement procedures.

The key dates for the remainder of the procurement procedure are set out in the table below (although TIPNG reserves the right to vary key dates on notice to all Tendering Organizations).

Event	Date
Release of Tender Document	5 June 2020
Opening of Tender	5 June 2020
Deadline of Submitted Tenders	10 July 2020 (Extended)
Selection of Winner	13 July 2020
Signing of Contract	15 July 2020

You must submit your Response to this Invitation by 5.00 p.m., 10<sup>th</sup> July 2020 (the "Deadline") in accordance with the provisions of this Invitation to Tender. Submit your Response by e-mail, to [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg) with the subject line "TIPNG Update of the National Integrity System Assessment 2020 - <Your Name>". We will also accept Responses on a flash drive duly delivered to our office.

Please note that while you may also supply a hard or faxed copy if you wish, this will ONLY be accepted if accompanied by a digital version.

TIPNG reserves the right to extend the Deadline. Any extension granted will apply to all Tendering Organizations. TIPNG reserves the right to reject any Responses received after the Deadline.

On receipt of the Response, an email of acknowledgement will be sent and then TIPNG will perform an evaluation of Responses, with a view to selecting a Tendering Organization/individual to perform the Services.

TIPNG may, in its absolute discretion, require that you attend a meeting to discuss any aspect of your Response, or any other matter related to this Invitation.

The engagement of the successful Tendering Organization is subject to the formal approval process of TIPNG. Until all necessary approvals are obtained, no contract will be entered into.

A tenders committee will be formed consisting of a member from our board, the PAIS Coordinator, the Deputy Director – Policy & Advocacy and the Executive Director of TIPNG.

### **Instructions to Tenderers**

1. You may submit, by no later than 5:00 p.m., 10<sup>th</sup> July 2020, any queries that you have relating to this Invitation to Tender. Please submit such queries by e-mail, or hard copy to [info@transparencypng.prg.pg](mailto:info@transparencypng.prg.pg) with the subject line “Query Regarding the updating of the NIS Assessment 2020”. Any queries should clearly reference any appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as reasonably possible, we will respond to all queries pertaining to this Invitation and supporting documents, if made before the above deadline. TIPNG will aim to provide responses by 5:00 p.m., 9<sup>th</sup> July 2020, after which time no further queries will be answered.
2. You must inform TIPNG in writing if there is any change in control, composition or membership of your organization or your consortium members subsequent to your expression of interest in this procurement process. TIPNG reserves the right to disqualify you from the procurement process as a result of any such change.
3. You must state if you will be using any third-party contractors to deliver the Services and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third-party sub-contractors.

### **Preparation and Format of Responses**

1. Responses, all documents and all correspondence relating to the tender must be written in English.
2. You should consider only the information contained within this Invitation to Tender and supporting documents, or otherwise formally communicated to you in writing when making your offer.
3. See Appendix 1 for more detail on the required format of the tender document.

### **Conditions of Tender**

1. In submitting a Response to this Invitation to Tender it will be implied that you accept all the provisions of this Invitation including these conditions.
2. Capitalized terms are defined terms and are defined either in the glossary at the front of this document or within the text.
3. TIPNG reserves the right to issue the response to any clarification request made by you to all Tendering Organizations unless you expressly require it to be kept confidential at the time the request is made. If TIPNG considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the request.
4. The information contained in this Invitation to Tender and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but TIPNG will not

accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of TIPNG.

5. By issuing this Invitation to Tender, TIPNG is not bound in any way to enter into any contractual or other arrangement with you or any other party.
6. It is intended that the remainder of this procurement will take place in accordance with the provisions of this Invitation to Tender but TIPNG reserves the right to terminate, amend or vary the procurement process by notice to all tendering organizations in writing. TIPNG will accept no liability for any losses caused to you as a result of this.
7. You will not be entitled to claim from TIPNG any cost or expenses that you may incur in preparing your Response irrespective of whether or not your tender is successful.
8. All information supplied to you by TIPNG, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.
9. There must be no publicity by you regarding the Project or the future award of any Contract unless TIPNG has given express written consent to the relevant communication.
10. Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your Response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation this procurement or any attempt to obtain information from any of the employees or agents of TIPNG concerning another tendering organization may result in disqualification at the discretion of TIPNG.
11. TIPNG reserves the right to disqualify you if you do not submit your Response in a manner consistent with the provisions set out in Instructions to Tenderers.
12. It is your responsibility to ensure that any consortium member, sub-contractor and adviser abide by these Conditions of Tender.
13. Your Response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.
14. No tender will be considered if over the maximum of K50,000 (maximum K25,000 consultancy fee and maximum K25,000 to be paid out from TIPNG as research expenses) inclusive of all taxes and costs.
15. If we do not get satisfactory response to this tender process, we reserve the right to re-issue this tender with modified conditions.

All bids must be submitted in writing. Terms of Reference (TOR) can be accessed by sending an e-mail to [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)

Please note that only the shortlisted bidders will be contacted for interviews within 1 working days of the bid closure.

**Executive Director**  
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Applications close on the 10<sup>th</sup> July 2020. Only shortlisted candidates will be contacted.