



Asset Declaration & Verification 2019

**Request for Expression of Interest**

**Project Charter**

**Mandate**

An Act of 2008 enacted by the Liberian Legislature established the Liberia Anti-Corruption Commission (LACC).

The Government of Liberia on June 20<sup>th</sup>, 2014, by an Act of Legislature prescribed a National Code of Conduct for All Public Officials and Employees of the Government of The Republic of Liberia in line with the 1986 constitutional requirement to curb certain vices which are inimical to the economic and social wellbeing of our common patrimony.

The legislation of a national code of conduct after twenty-eight years, since the coming into force of the Liberian constitution, finally created a legal framework through which the conducts of public officials could be monitored, examined and punished in relation to the use and management of public resources.

In Part 10 of the Code of Conduct, it is required that every Public Official and Employee of government involved in making decisions affecting contracting, tendering or procurement, and issuance of licenses of various types sign performance or financial bonds and in addition declare his or her income, assets and liabilities prior to taking office and thereafter:

1. At the end of every three years;
2. On promotion or progression from one level to another;
3. Upon transfer to another public office; and
4. Upon retirement / resignation / termination

**Need / Purpose**

To improve the efficiency, efficacy, and perpetuation of asset declarations and verifications as it relates to continuously developing effective disclosure and accurate systems that can be integrated into wider anti-corruption programs.



### **Product Description**

An Asset Declaration and Asset Verification (AV/AD) Management Operating System that will provide for:

1. Forecasting and conducting timely notification and qualitative completion of declarations and verifications respectively;
2. Planning and scheduling of asset declarations and verifications;
3. Assigning and issuing of declarations and verifications to be processed;
4. Following-up on declarations and verification in process and outstanding;
5. Reporting on declarations and verifications processed as well as outstanding ones;
6. Evaluating the efficiency, effectiveness and accuracy of declarations and verifications performed;
7. Documentation and adoption of Standard Operating Procedures of the Asset Verification/Asset Declaration Management Operating System to ensure perpetuation;
8. Training and coaching of staff, resources and leadership associated with the strategic and operational execution of the AD/AV Management Operating System;
9. Provide a roadmap for the integration of the AD/AV Management Operating System into an e-platform and a Technology Operating System that is preceded by a Management Operating System

### **Sponsor Expectations**

The Liberia Anti-Corruption Commission (LACC) expects the Asset Declaration / Asset Verification Management Operating System to be developed as per specified requirements; and fully functional, completed and in operation by November 30<sup>th</sup>, 2019.

### **Key Roles**

**Client** – The Liberia Anti-Corruption Commission (LACC) will provide resources necessary for project completion.

**Project Manager – LACC** – The Project Manager is accountable for the overall direction of the project. The role includes integration of the project plan, approval, reporting, risk and change management. Compiling documentation and training materials will be the Project Manager's responsibility. The Project Manager will provide the team with organizational support required to lead the project to a successful completion.

**Business Consultant** – The Business Consultant will provide the information and business expertise necessary to facilitate the design and the installation of the AD/AV



Management Operating System to the specifications of the Liberia Anti-Corruption Commission.

### **Project Scope Statement and Reference**

#### **Justification:**

In support of the LACC's Asset Declaration and Asset Verification functions, the Commission wants to simplify and streamline its processes and operational procedures. To this end, we plan to design and install a Management Operating System that will provide for a close-loop execution of the day to day functions as it relates to asset declarations and verifications.

#### **Description:**

The Management Operating System will have the following process and administrative elements:

**Forecast:** The capability to predict volume of work and resources require to perform the related functions

**Plan:** The ability to breakdown work and the resources needed into an executable schedule

**Assign:** The administrative mechanism to match resources to planned work with realistic expectations for a quality and timely fulfillment

**Follow-up:** The monitoring control to determine off-schedule conditions as well as the timely completion of work planned versus actual work fulfilled

**Report:** The mechanism to accurately measure and give timely feedback on work fulfilled

**Evaluate:** The administrative capability to determine and address operational barriers to the management operating system to ensure an effective, efficient and more predictable closed-loop operating and administrative system

#### **Deliverables:**

- ✓ A Management Operating System comprised of six (6) inter-related elements;
- ✓ Systems and process controls;
- ✓ Documentation and Standard Operating Procedures;



- ✓ Staff and management coaching, training, and development;
- ✓ Review and analyze international standards/best practices on asset declarations;
- ✓ Draft a policy paper on best practice standards on asset declarations;
- ✓ Develop operational strategies, regulations, policies that will serve as guidance in the declaration Procedures;
- ✓ Recommend to LACC how it can increase buy-in of stakeholders and enhance compliance of public officials;
- ✓ Recommend effective remedial actions for non-compliant public officials;
- ✓ Articulate how asset declaration systems can be utilized to curb or minimize the acquisition of illicit wealth
- ✓ Strike an intricate balance between assets declaration and the privacy and security of declarants

**Objectives:**

- ✓ Build a credible Asset Declaration system; produce a manual and set up a system to reflect international standards;
- ✓ Design and install a Management Operating System (MOS) by November 30<sup>th</sup>, 2019;
- ✓ Documentation and Standard Operating Procedures to address processes and functions as designed within the MOS;
- ✓ Coaching, training, and development of staff to follow installation and completion of documentation and standard operating procedures

**REMUNERATION AND COSTS**

- ✓ The Business Consultant should provide a detailed breakdown of all estimated costs, including but not limited to daily rates etc.

**Constraints:**

- ✓ Project to be completed within the available budget and within the anticipated 30-day period
- ✓ Availability of current and comprehensive documentation and information associated with the functions of AD/AV respectively

**Assumptions:**

- ✓ The LACC will make budget and other resources available
- ✓ Legal issues regarding end-to-end work processes process will be overcome prior to project start date.
- ✓ Inter-agency issues will be managed corporately and with existing mechanisms.



**Professional Competency**

- ✓ A Master’s degree in Business Administration, Public Administration, Project Management, Public Policy, Political Science, Development Studies, Law, or any other related field;
- ✓ At least 10 years of demonstrated experience in legal/regulatory implementation of laws, regulations, and systems relating to streamlining processes and systems , and improving transparency, and accountability (administrative laws/regulations) in public institutions;
- ✓ Possess relevant experience in designing national, sectoral and / or institutional strategies as well as in the establishment of result-based monitoring frameworks (preferably in the governance sector);
- ✓ Local and / or international experience in similar assignments, especially in Sub-Saharan Africa, including fragile state contexts as this will be and added advantage;
- ✓ Excellent communication skills including superior writing and speaking of the English language;
- ✓ Excellent knowledge of best practices on asset declaration standards, laws and regulations;
- ✓ Extensive experience in conducting secondary research and analysis in this area;
- ✓ Proven ability to draft high-quality policy papers;
- ✓ If it is a firm, it should be a registered business entity with current tax clearance

Expressions of interest must be received no later than **16:00 on Thursday, October 17<sup>th</sup>, 2019**. Offers may be submitted by either email to the following addresses: [wcooper@lacc.gov.lr](mailto:wcooper@lacc.gov.lr) and [ffleming@lacc.gov.lr](mailto:ffleming@lacc.gov.lr) or sealed hard copy delivered to the Procurement Unit at the LACC’s Head Office at (*Tubman Boulevard, Opposite the Sierra Leonean Embassy, Congo Town, and Monrovia, Liberia*).