



## **TERMS OF REFERENCE**

### **Consulting Service to Support the Elaboration of an Action Plan of the Joint Summit Working Group for the Implementation of Mandates of the Lima Commitment**

**Type of Contract:** Product Based Consultant

**Organizational Unit:** Summits of the Americas Secretariat

**Estimated Start Date:** November 1, 2018

**Duration:** 3 months (possibility of renewal dependent upon performance and availability of funds)

**Remuneration:** Commensurate with experience and education

**Duty Station:** Washington, D.C.

**Deadline for Applications:** October 15th, 2018

#### **1. Background**

The Summits Secretariat of the Secretariat of Hemispheric Affairs of the Organization of American States (OAS), in its capacity as Technical Secretariat and institutional memory of the Summit of the Americas Process, extends this consultancy to provide advisory services and technical assistance for the elaboration of an Action Plan for the Joint Summit Working Group (JSWG), taking into account the mandates received from the Lima Commitment: Democratic Governance against Corruption and the Memorandum of Understanding (MoU) signed recently by the organizations that make up the JSWG.

The JSWG was derived from the Quebec Plan of Action (Third Summit of the Americas), when the Heads of State and Government stressed the importance of permanent coordination within the Inter-American system, in order to ensure the effective and efficient implementation of the mandates from the Summit.

In June 2001, a "Letter of Understanding" was signed by the highest authorities of the General Secretariat of the OAS, the Inter-American Development Bank (IDB), the Economic Commission for Latin America and the Caribbean (ECLAC) and the Pan-American Health Organization (PAHO), whose objective was "The establishment of a permanent coordination and information body between the parties (henceforth coordinating body) for a greater coordination in support of the implementation of the mandates of the Summits of the Americas."

After the signing of the "Letter of Understanding", over the years and with an invitation by the JSWG, other international organizations became members, such as, the World Bank, the Inter-American Institute for Cooperation on Agriculture (IICA), the Central

American Bank for Economic Integration (CABEI), the Andean Development Corporation (CAF), the Caribbean Development Bank (CDB), the International Organization for Migration (IOM), the International Labor Organization (ILO) and the United Nations Development Program (UNDP).

On the occasion of the Eighth Summit of the Americas, held in Lima, Peru in April 2018, the Government of Peru, in its capacity as host country, prioritized Democratic Governance against Corruption as the main topic of interest for the countries in the region. As a result of the deliberations, a consensus document was approved reflected in the "Lima Commitment: Democratic Governance against Corruption."

The Lima Commitment includes a series of mandates relevant to the JSWG, including specific mandates (commitments 3, 30, 44, 51 and 52), as well as indirect mandates (commitments 7, 11, 17, 20, 31, 47, 49, 50, 55 and 56) related to the support, articulation and generation of technical capacities in the countries that the JSWG works in, which requires a high degree of specificity, both in the approach of the chosen topics and in the cooperation mechanisms and modalities. In order to respond to this call it is necessary to review the modalities of cooperation of the entities of the JSWG, as well as the definition of a road map that allows to satisfactorily support the countries in their fulfillment of the Lima Commitment.

The Summit Implementation Review Group (SIRG), as the main body of the Summit Process, composed of the countries from the region, and in charge of the preparation and monitoring and follow-up of the implementation of the mandates and initiatives derived from the VIII Summit of the Americas and the previous Summits, will be responsible for the execution of the referred Mechanism together with its Presidency. The Summits Secretariat will be responsible for supporting the efforts of the Presidency in the implementation of this mechanism.

Additionally, and as part of the efforts to renew the agreement framework between the entities of the JSWG for the implementation and follow-up of the mandates of the Lima Commitment, on September 4, 2018, a Memorandum of Understanding (MoU) was signed whose purpose is to "Strengthen coordination in support of the implementation and follow-up of the mandates of the Summits of the Americas," which stipulates the preparation of an Action Plan for the implementation of the objectives of said Memorandum.

## **2. Objective**

Provide the Summits Secretariat with a reference framework as an input to the elaboration of a Plan of Action for the JSWG, for the implementation of the mandates agreed by the Heads of State and Government during the Lima Commitment, in accordance with the MoU signed by the OAS and the entities of the JSWG, whose objective is to strengthen coordination in support of the implementation and follow-up of the mandates of the Summits of the Americas, and the provisions of the Mechanism for follow-up and implementation of the Lima Commitment "Democratic Governance against Corruption".

### **3. Responsibilities**

- 3.1 Develop a reference framework for the identification of the main lines of work for grouping the 57 mandates of the Lima Commitment in the area of prevention and fight against corruption, and a methodology for collecting information on the institutional offer of the entities of the JSWG.
- 3.2 Provide the Summits Secretariat with a document with the institutional offer of the entities of the JSWG in the main lines of work related to the Lima Commitment as input for the definition of the Action Plan.

The primary source of information for the preparation of this document will be the information provided by the entities of the JSWG to the Summits Secretariat, as well as the information gathered in technical meetings with the entities during the development of the consultancy. This input must be delivered within a period of thirty (30) calendar days.

- 3.3 Prepare a final document that integrates the main areas indicated by the Lima Commitment with a programmatic offer of the entities of the JSWG, as a result of the technical meetings convened for this purpose during the realization of the consultancy.

This document, after being reviewed by the Summits Secretariat, will be sent by the same to the entities of the JSWG and the Chair of the SIRG, through the respective channels, in order to receive comments of preference for a period of fifteen (15) days calendar. These comments should be reflected in the final document.

For the realization of this consultancy a trip to the OAS Headquarters in Washington, D.C. is contemplated to hold meetings with the entities of the JSWG for three (3) days. Travel and lodging expenses related to this displacement will be assumed by the OAS.

The consultant will report to the Senior Specialist of the Summits Secretariat of the Secretary for Hemispheric Affairs of the OAS for the duration of the contract.

### **4. Requirements**

- Advanced university degree in social science, public policy, international relations, public administration or other related field.
- At least 5 years of relevant experience in the areas of anti-corruption, open government, accountability, citizen engagement, public sector reform, international and/or multilateral organizations.
- Experience or knowledge of OAS mandates and priorities as related to the Summits of the Americas and the Inter-American System or willingness to learn.

**Application:**

- A letter of interest detailing requisite qualifications and interest in the consultancy.
- An updated resume.
- Academic and/or employment references.
- **Please send the completed application (cover letter, resume, and references) via email to [SUMMIT-info@oas.org](mailto:SUMMIT-info@oas.org) by October 15<sup>th</sup>, 2018.**
- Candidates may be invited to an interview.