

## Annex 1: Terms of reference (TOR)

### Conference documentation support (photo/videographic)

#### About the International Centre for Asset Recovery

The International Centre for Asset Recovery (ICAR) of the Basel Institute on Governance works with countries around the world to strengthen their capacities to recover stolen assets. ICAR's program of work is guided by 4-year operational strategies, implementation of which is financed by five core donor countries, and a range of multi-year country programmes implemented in collaboration with local enforcement agencies and funded by bilateral donors.

ICAR provides hands-on mentoring to investigators and prosecutors with respect to criminal financial investigation, tracing and freezing of assets and developing suitable strategies for prosecution and the confiscation of assets. ICAR also supports legislative and institutional reform processes and develops and delivers tailor-made training.

ICAR is currently implementing a 24-month project funded by Bureau of International Narcotics and Law Enforcement Affairs (INL) of the US Department of State entitled *Supporting stakeholders in adopting non-conviction based confiscation as a tool for asset recovery* which aims to assist partner countries to adopt and effectively use non-conviction based confiscation (NCBF) as a tool for recovering illicit assets through opportunities to learn about the NCBF and its application, context/feasibility analyses, and technical support to partner countries to develop, adopt and apply legislation. In this way, the project aims to increase the number of countries adopting and applying such laws both domestically and internationally. The program targets 10 countries, namely: Brazil, Chile and Colombia in Latin America; Kenya, Sierra Leone & Zambia in English-speaking Sub-Saharan Africa; and Angola, Cabo Verde, Mozambique and Timor-Leste, which form the Lusophone cluster.

Project activities are organized around four objectives/areas of work:

- 1. Creation of knowledge communities** to bring together practitioners, academics, law enforcement officials, specialists and interested members of the public in a specialised network to debate the most pertinent issues of non-conviction based confiscation;
- 2. Identification of how non-conviction based confiscation could be implemented in partner countries** through the analysis of the legal framework of each partner country in order to explore the relevance and feasibility of adopting more incisive tools.

**3. Adoption of non-conviction based confiscation legislation by countries that currently do not have it** by working closely with the national authorities of selected partner countries to study, formulate and develop a NCBF models that is aligned with its constitutional requirements as well as with international standards of due process.

**4. Support for prosecutors, investigators and judges in the application of non-conviction based forfeiture laws**, through the provision of technical assistance and mentorship to prosecutors, investigators and judges in specific NCBF cases.

Specifically under Objective 1, ICAR will deliver a three day conference bringing together practitioners and experts from the four target Lusophone countries as well as Brazil, Portugal and Sao Tome e Principe to learn and share experience with NCBF as it applies in countries with the civil code legal tradition. The conference will be held in Lisbon, Portugal on July 5-7, 2022.

#### **Objective of the consultancy & responsibilities**

The purpose of this consultancy is to visually document a select portion of the conference proceedings for communications and reporting purposes.

Key responsibilities include:

- Attend the conference on three half-days (3 x 0.5 days) to document proceedings through photographs and short video clips
- Short interviews on specific topics/issues that emerge during the proceedings may be required.
- Work in a coordinated fashion with the person tasked with the written documentation of the conference.
- Produce the items listed in the deliverables, working with the ICAR team as may be required

#### **Deliverables**

- A package of professionally produced photographs (40-50 photos)
- A package of short video clips (max 40 seconds) capturing relevant key messages from the sessions covered (5-10 clips)

The consultant will liaise with ICAR's communications teams on the preparation of these deliverables.

### **Time commitment and payment**

This assignment will require a maximum of 3 full working days between July 5 and July 15, 2022.

The consultant will invoice the Institute upon delivery and approval of the deliverables.

In case the selected consultant resides outside of Lisbon, ICAR will reimburse the consultant one round-trip train ticket, on 2<sup>nd</sup> class carriage, a meal allowance (dinner) at the eligible rates under the project contract, and accommodation on the basis of receipts up to the ceiling of the eligible rate under the project contract. For any agreed expenses incurred directly by the consultant, reimbursement will be on the basis of receipts.

Payments of fees and relevant expenses will be made on the basis of approved invoices. The ICAR Head of Programmes will review and approve the invoices of the consultant in relation to this ToR.

### **Qualifications**

- Relevant professional education & experience
- Fluent in Portuguese and English, with excellent written skills in both languages
- **Resident in Portugal**

### **How to apply**

Interested applicants are invited to send their CV and examples of relevant photographic & videographic work to [amanda.procter@baselgovernance.org](mailto:amanda.procter@baselgovernance.org) by Wednesday June 15, 2022, 14h00 CET.

Applications should also include a short letter of interest and indicate their daily rate for services.