

Terms of reference

Consultant: Delivery of search and exhibit-handling training to Ghana's anti-corruption and economic crime authorities

About the Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

The International Centre for Asset Recovery (ICAR) is a specialised centre at the Basel Institute that works together with partner countries to strengthen their capacities to recover illicit assets. We place particular emphasis on hands-on mentoring on investigation methods and confiscation and prosecution strategies, as well as international cooperation. The aim is two-fold: to build capacity and effectively progress cases to the stage of recovery. We also develop and deliver tailor-made training; support legislative and institutional reform processes; and work with other international organisations to advance innovation and global policy dialogue on asset recovery.

Project

With funding from the United Kingdom Foreign and Commonwealth Development Office (FCDO), ICAR will be working with Ghana's anti-corruption and economic crime authorities to strengthen the investigation and prosecution of corruption cases, and support legal and policy reform to strengthen Ghana's asset recovery regime. ICAR will also deliver bespoke training courses to support programme partners to address specific asset recovery related priorities. The programme is anticipated to be implemented over a three-year period.

Assignment

As part of the activities to strengthen the foundation of investigative capacity of Ghana's anti-corruption and economic crime authorities, the Consultant will be responsible for planning and delivering three five-day training courses in Ghana.

The course content will focus on the end-to-end evidential process from search and seizure, chain-of-custody processes, through to the presentation of evidence in support of prosecutions. The training should be interactive, immersive and practical scenario-based.

Training content should include:

- The principles of evidence
- An introduction to the systematic searching of buildings, vehicles and persons
- An introduction to the role of search team leaders, exhibits officers and exhibits managers
- Process and procedures to ensure evidential integrity (“chain of custody”)
- The recovery of electronic and digital evidence
- The presentation of evidence within witness statements

The training delivery will be supported by the ICAR Senior Specialist, Financial Investigations. During the in-country preparation phase, the Consultant will be afforded access to relevant processes, facilities and current practices.

The Consultant will be supported by the ICAR team to find suitable venues for the delivery of realistic scenario-based training.

Activities and timeline

The Consultant will be contracted for a period of up to 25 days. Deliverables 1 and 2 will commence in August 2025, followed by deliverable 3 in September 2025 and deliverable 4 before the end of 2025. The specific dates and timelines will be agreed based on the Consultant's availability, and in consultation with Ghana's anti-corruption and economic crime authorities. The timeline for Deliverables 5 and 6 will be subject to discussion with the ICAR Senior Specialist, Asset Recovery and Government counterparts in Ghana.

The activities undertaken will consist of a combination of home-based preparation, in-country preparation, in-country training delivery and the preparation of a post-delivery report.

Deliverables

- Deliverable 1: Submission of outline delivery plan and proposed training agenda (3 days – home based)
- Deliverable 2: Conduct Exhibit Management Needs Assessment (5 days – Ghana)
- Deliverable 3: Training course 1 of 3 (5 days – Ghana)
- Deliverable 4: Training course 2 of 3 (5 days – Ghana)
- Deliverable 5: Training course 3 of 3 (5 days – Ghana)

- Deliverable 6: Post-delivery report (2 days – home based)

Any additional deliverables, if required, will be determined by the ICAR Senior Specialist, Asset Recovery based on the Needs Assessment conducted by the Consultant, and in consultation with Ghana's anti-corruption and economic crime authorities.

Reporting

The Consultant will report to the ICAR Senior Specialist, Asset Recovery on all technical delivery aspects, and to the ICAR Programme Manager on all contractual matters.

Qualifications

Essential:

- A minimum of 15 years' experience in the investigation of transnational organised crime and/or anti-corruption
- Accredited law-enforcement investigator (e.g. UK "PIP Level 2" or above)
- Experience as search team leader and/or exhibits officer within investigations into transnational organised crime and/or anti-corruption
- A recognised training qualification (e.g. UK National Vocational Qualification in Training Level 3 or above)
- Experience of delivering search and exhibit handling training within developing jurisdictions and/or at the international level

Desirable:

- Accredited Police Search Advisor (e.g. UK "PoISA").

Applications

Interested applicants should submit an expression of interest, outlining:

- i. their relevant experience for the assignment (maximum 2 pages);
- ii. an indicative workplan including proposed timeline (maximum 2 pages);
- iii. proposed training content (maximum 2 pages);
- iv. the Consultant's CV (maximum 2 pages);
- v. a proposed daily rate in GBP (flights, accommodation and per diem will separately be reimbursed at ICAR rates);
- vi. and any clarifications they would wish to seek from the Basel Institute prior to executing the assignment.

Please submit applications (merged into one PDF file) to proposal@baselgovernance.org no later than 18:00 CET on **25 June 2025**. Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

*** Why work with us? Watch this [video](#) to find out more. ***