

Terms of reference

Consultant: Coordinator, Africa Crypto & Asset Recovery Network

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.

About the Community of Practice

The Africa Crypto & Asset Recovery Network is a planned practitioner-led regional forum convened by the Basel Institute on Governance through its International Centre for Asset Recovery. It brings together investigators, prosecutors, financial intelligence analysts and other public-sector practitioners to strengthen operational capacity to address crypto-related financial crime. Through regular roundtables, trainings and peer exchange focused on real cases and practical challenges, the Community aims to enhance investigative skills, asset recovery outcomes and cross-border cooperation across participating African jurisdictions.

Assignment

We are seeking an external consultant to provide day-to-day coordination and operational management of the Africa Crypto & Asset Recovery Network. He or she would ensure the

effective delivery of activities, sustained participant engagement and smooth collaboration between regional practitioners, the steering committee and Basel Institute headquarters.

Activities and timeline

Activity planning and delivery

- Coordinate the planning and delivery of technical roundtables, webinars, trainings (approx. 6/year in total).
- Develop draft agendas for each session in consultation with the steering committee.
- Identify and liaise with speakers and facilitators.
- Prepare briefing notes and background materials where required.
- Organise virtual meeting logistics, including scheduling, interpretation and any necessary IT or technical support.
- Coordinate participation of approved private-sector contributors in specific sessions.

Participant engagement and community management

- Maintain and regularly update the participant list and serve as the primary point of contact for community members.
- Circulate invitations, agendas and preparatory materials.
- Support onboarding of new members in line with steering committee decisions.

Content and quality control

- Support the steering committee in identifying relevant topics based on emerging risks and practitioner demand.
- Compile key takeaways, summaries or restricted outputs for participants, as agreed.
- Ensure that materials shared after sessions comply with confidentiality and distribution rules.

Steering committee and institutional coordination

- Support preparation of steering committee meetings, including drafting agendas and briefing notes.
- Contribute to internal reporting requirements, including periodic activity summaries and progress updates.

The consultancy is for 20 days of work over a five- to six-month period, starting mid-year 2026.

Reporting

The consultant will report to the Head, Africa ICAR. He or she will coordinate closely with regional team leads as well as HQ colleagues on financial and reporting matters.

Qualifications

- Experience working with law enforcement, anti-corruption or asset recovery institutions in Africa
- Familiarity with crypto-related financial crime or digital asset investigations
- Strong organisational and coordination skills
- Experience organising professional events or technical workshops
- Ability to work independently while maintaining close coordination with regional and HQ teams
- Excellent written and spoken English; additional regional languages (especially French and Portuguese) an asset

Applications

Interested applicants should submit a single PDF document composed of an expression of interest (max 1 page) and CV (max 2 pages). The expression of interest should indicate the applicants expected daily rate.

Please submit applications to proposal@baselgovernance.org no later than 18:00 CET on 20 May 2026. Only shortlisted candidates will be contacted.

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