



CiFAR - CIVIL FORUM FOR ASSET RECOVERY  
Köpenicker Str. 147, 10997 Berlin, Germany  
Registry Number VR 34993 B Amtsgericht Berlin,  
Charlottenburg  
[info@cifar.eu](mailto:info@cifar.eu)  
<https://cifar.eu>

## Call for proposals Best practices in asset management

**Application closing date:** 10 January 2022, 16:00 CET

**Start date:** 20 January 2022 (foreseen)

**Duration:** 2 months

**Remuneration:** Offers in the region of €5,000 will be considered

*Note: Contract subject to approval of funding*

### 1. Background

CiFAR - Civil Forum for Asset Recovery is a non-profit, which works across the globe for transparency and accountability in the investigation, confiscation and return of public money stolen through corruption. Our work encompasses investigative work to expose corruption, research on specific topics and individual cases, and training and capacity building for civil society, including investigative journalists.

The management of assets under freezing orders during legal action and after confiscation following successful proceedings has been a topic of interest for several of our partners, both in terms of best practice examples of the modalities of this and of the role of civil society (CSOs) as a partner in this process.

This study will build on knowledge already existing on current frameworks and practices in the management of recovered assets and identify best practices, successful examples and lessons learned, in particular from countries in East and Southern Africa with experience in asset management, including Uganda, Kenya and South Africa; and from other Sub-Saharan Africa regions as well as other continents. Mechanisms considered can include both those for managing domestic assets and those used in international cases. The aim should be in particular to draw on well-known examples where needed, but particularly explore mechanisms that have been less discussed in the literature and add a new perspective on asset management and civil society engagement.

### 2. Objectives

The study would aim to support both policymakers and CSOs in understanding challenges and solutions in returned asset management, tools to increase transparency and accountability and to increase participation of civil society in the management and monitoring of the use of returned assets.

**Outputs** expected from the consultancy are:

- Development of a paper of approx. 30 A4 pages in English outlining:
  1. Principles and mechanisms for the management of the recovered proceeds of corruption

2. Common challenges, best practices and examples on asset management, especially from Sub-Saharan Africa; recommendations on how to tackle challenges.
3. Best practices and recommendations to ensure transparency and accountability in asset management.
4. An analysis and recommendations for the involvement of civil society in this process.

The **target audience** for this guide are CSOs and policy makers engaged on the issue of asset recovery.

### **3. Requirements**

- Strong knowledge of mechanisms for the management of the recovered proceeds of corruption
- A good understanding of/experience in CSO engagement in mechanisms to manage stolen assets
- Proficiency in written English and clear and accessible writing style
- Publications on related topics an advantage

### **4. Remuneration**

Offers in the region of €5,000 will be considered.

CiFAR is registered in Germany with the tax number: 27 / 662 / 57629. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that the consultants fill out the VAT Form for Tenders/Vendor Form (instructions inside the form) and submit the completed and signed form along with their email application.

### **5. Application process**

The application should include the following elements:

- A cover letter explaining your experience and suitability for the consultancy.
- CV, relevant publications and reference letters, if available
- Information about VAT status

To apply, please send your application to [info@cifar.eu](mailto:info@cifar.eu) with the subject line 'Asset Management by 16:00 CET on 10 January 2022.