# Terms of Reference for the Recruitment of Experts

Analytical work

**Assisting EL PACCTO 2.0 team in activities related to Artificial Intelligence**

February 2025 – December 2027

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| **Brief description of the action** | Terms of reference (TOR) for one (1) expert from the academia sector. He/she will focus on assisting and counselling EL PACCTO 2.0 – Expertise France team in Artificial Intelligence (AI) legislative development and in producing in-depth studies on AI and organised crime. He/she will also help to coordinate the work of other Short Term Experts (STE) together with the Programme team.<br><br>The team is currently looking for a STE that might work with the programme until 2027, although the number of working days per year will depend on the demands and requests made by the Latin American and Caribbean institutional partners as well as on the Programme Annual Action Plan, which is approved every year by the European Commission (DG INTPA). |
| **Specific tasks** | - Propose, guide and recommend actions and activities to address the link between AI and crime for implementation and development by EL PACCTO 2.0;<br>- Regulatory analysis with explicit references to countries belonging to the EL PACCTO 2.0 consortium, the EU, Latin America and the Caribbean and the Council of Europe;<br>- Analysis of the main crimes committed using AI tools;<br>- Assist in further develop AI legislation on justice and security;<br>- Promote the exchange of experiences in using AI to better detect crime and fight it efficiently;<br>- Analysis of gender challenges in AI and propose specific actions. |

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| **Objective(s) of the activities** | - Support the programme team in the implementation of technical assistance related to AI policy development in justice and security.<br>- Identify work priorities (if necessary) and demands from partner institutions for technical support in the field of IA.<br>- Development of studies and the identification of good practices linked to AI and organised crime or AI in the justice and security sectors. |
| **Expected product(s)** | A multitude of products should be delivered in the framework of the activities in which the expert is involved (e.g. legislative analyses, policy and legislative proposals, studies, reports, etc.). |
| **Number of experts** | 1 |
| **Mission location** | Remote<br>Missions in the European Union, Latin America and the Caribbean will be carried out when considered necessary. To be defined. These costs will be covered directly by EL PACCTO 2.0. |
| **Start of the mission** | February 2025. |
| **Duration of the mission** | Until December 2027. |
| **Total number of working days** | A maximum of 33 working days per year. |
| **Country(ies) participating in the activity** | 33 Latin American and Caribbean countries and 27 EU Member States. |

# 1. Background

EL PACCTO 2.0 aims to provide assistance for the strengthening of justice and security systems in Latin America and the Caribbean. Covering the entire criminal chain - police, justice and prison - the programme contributes to the fight against transnational organized crime from four specific perspectives:

1. High-level Strategic Dialogues;
2. Capacity building/institutional strengthening;
3. Facilitating operational cooperation;
4. Working with various criminal markets (drugs, money laundering, human trafficking, cybercrime, environmental crime).

In this sense, the final Outcome (OC) or final result of the programme is to improve the efficiency and effectiveness of cooperation between actors in the EU and Latin America and the Caribbean criminal justice system in the investigation and prosecution of organised crime.

Depending on the achieved result, EL PACCTO 2.0 aims to achieve three specific outputs (OP) or results:

1. OP 1. Enhanced regional strategic dialogue and cooperation on justice and security issues.
2. OP 2. Strengthened technical and methodological capacities, and implementation of approaches focused on human rights, gender, youth, conflict sensitivity and civil society participation.

3. OP 3. Operational capabilities to pursue organised crime in major criminal markets (trafficking in drugs, firearms and cultural property, environmental crime, trafficking and trafficking in human beings and cybercrime) improved.

To achieve these results, EL PACCTO 2.0 and the countries of Latin America and the Caribbean define different annual or multi-year priorities that are reflected in the two biannual Roadmaps or Strategic Plans for Latin America and the Caribbean, in addition to the Annual Action Plans. At the same time, the activities are linked to specific indicators of the Logical Framework of the Programme that allow to measure progress in achieving the intermediate and final results mentioned above. The Concept Note defines the expected results and the relevant activities.

Expertise France is the French agency for international technical cooperation, under the joint supervision of the French Ministry of Europe and Foreign Affairs and the French Ministry of Economy and Finance. Its objective is to respond to the growing demand for expertise in partner countries in order to contribute to the improvement of their governance, a key factor for sustainable development.

# 2. Object

In accordance with the Concept Note that precisely defines the content of this action and activities, and on which these Terms of Reference (TOR) are based, the purpose of this action is to accompany and support EL PACCTO 2.0 in implementing activities requested by Latin American and Caribbean partners in the field of AI and justice and security. In particular, the expert will focus on assisting and counselling EL PACCTO 2.0 – Expertise France team, as well as LAC partner institutions in AI legislative development and in producing in-depth studies on AI and organised crime. If needed and requested by the programme team, he/she will also help to coordinate the work of other Short Term Experts together with the Programme team.

# 3. Description of the services to be performed

## 3.1. Main functions

The work will be carried out both remotely and in-person when deemed appropriate by EL PACCTO 2.0. In the event of travel, this will be covered directly by the programme and hotel, transport and meal expenses will be reimbursed in accordance with the procedures established by the European Commission and the accreditation of the programme's implementing agencies.

The tasks to be performed by the expert are those mentioned in the initial table:
- Propose, guide and recommend actions and activities to address the link between AI and crime for implementation and development by EL PACCTO 2.0;
- Regulatory analysis with explicit references to countries belonging to the EL PACCTO 2.0 consortium, the EU, Latin America and the Caribbean and the Council of Europe;
- Analysis of the main crimes committed using AI tools;

- Assist in further develop AI legislation on justice and security;
- Promote the exchange of experiences in using AI to better detect crime and fight it efficiently;
- Participation and collaboration in studies in the field of AI to be carried out in the framework of the activities of the Programme
- Analysis of gender challenges in AI and propose specific actions.

The content, methodology and scope of each activity will be defined between the expert and the Expertise France team of EL PACCTO 2.0.

In general, the expert will take into account the results-based work methodology and specific work requests of the Latin American and Caribbean partner institutions of the EL PACCTO 2.0 programme. In addition, gender mainstreaming in the activities of this action shall take into account the EU Gender Action Plan (GAP III 2020-2025) and the gender work that EL PACCTO 2.0 may have carried out, particularly with the Gender Help Desk and in alignment with the Programme Gender Strategy and Guidebook. These documents will be provided to the recruited expert at the beginning of her/his work.

In addition, complementary consultations with relevant actors - including the Programme team, Latin American, Caribbean and European institutions, civil society actors, academic institutions and other EU and international programmes and initiatives, may be carried out with the assistance of EL PACCTO 2.0 team, where possible and relevant.

As a reference for the expert, and taking into account the functions established in the TOR, the current indicative schedule of activities for 2025 to be implemented by Expertise France – EL PACCTO from February to December 2025 is estimated as follows below. Nevertheless, this is just an estimation that may change depending on confirmation or modification of activities and dates.

| Activity | Indicative date |
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| Support FOPREL in the development of a preliminary draft law on IA in justice and security | February to November 2025 <br> Field mission in mid-February 2025 |
| Multi-country meeting on regulatory development and regional AI strategy | April 2025 |
| In-depth study and analysis of criminal trends in the use of AI to commit crimes | March 2025 |
| Second bi-regional meeting on AI in the justice and security sectors | October 2025 |

## 3.2. Products to be delivered by the expert:

In total, the expert is expected to work a maximum of 33 working days per year. Its distribution per activity will be agreed with the Expertise France – EL PACCTO 2.0 team depending on the needs and availability.

Products to be delivered by the expert for each activity implemented:

a) Report of activity, properly filled out, it may include:

- The content and main conclusions of each of the collective working sessions, and recommendations/suggestions/needs for the continuation of the activity.

- Signature sheets and supporting documents necessary for financial and administrative justification of the activities.
- Evidence documenting the results advanced and/or achieved by the activity based on the relevant programme indicators defined in the Concept Note.

b) Products / deliveries of the activity:

- Studies, diagnostics, guidance and legislative proposals, among other, on artificial intelligence and crime in Latin America, the Caribbean and the European Union.
  o Depending on the product, it may be written in English or Spanish.

The satisfaction of the fees will be conditioned on the validation by the Program of the deliveries agreed with the programme team. The products must be delivered when agreed between the expert, the programme team and the LAC partner institutions. Invoicing shall reflect the days of work performed by means of the respective completed and signed time sheets for each period.

### 3.3. Mandatory requirements for experts:

a) **Training and education:**

- University degree or higher in law, security, criminal science, artificial intelligence, engineering or equivalent professional experience;
- At least 10 years of general professional experience with organised crime, artificial intelligence and the use of new technologies to commit or prevent crime;
- Fluency in English and Spanish is essential. French will be considered an asset;
- Good interpersonal and communication skills with multicultural interlocutors;
- Diplomatic sense and ability to listen and to facilitate consensus;
- Good writing and synthesis skills are required;
- Proficiency in common IT tools (Word, Excel, PowerPoint, etc.).

b) **General professional experience:**

- At least 10 years' experience in the Academia (research and investigation institutions, universities, etc.) linked to new technologies and crime;
- Proven experience of at least 4 years at European level in the design and implementation of specific actions linked to Artificial Intelligence is essential;
- Demonstrable practical knowledge of international cooperation with Europe, Latin America and the Caribbean in the field of security and justice will be an asset;
- Professional experience with European Union programmes would be an asset;
- Recent professional experience or proven expertise in the fight against organised crime would be an asset.

# 4. Scale of the criteria

The above requirements and merits will be assessed on the basis of the information contained in the CVs. The use of the Europass CV format is recommended, in one of the following languages: English or Spanish. Experts must clearly detail their experience in the Academia / investigation sector linked to artificial intelligence.

## 5. Deadline for awarding or mobilisation and formalisation

The contract shall be awarded no later than 29 January 2024.
The contract formalisation document shall be issued within 7 working days of the award.

## 6. Duration

The contract or letter of appointment or commitment shall be drawn up for a period that covers until the end of the programme implementation, December 2027. The maximum number of working days has been set at 33 per year. Final number of days will change depending on the needs and demands by LAC partners.

## 7. Fees and allowances

Fees shall be established on the basis of professional experience and shall not exceed the limit set by EL PACCTO 2.0 Programme (maximum € 400 per day).

Additionally, in the event of a mission, the experts will also receive the daily subsistence allowance according to the maximum established by the European Commission's criteria for the country concerned depending on the nights passed.

## 8. Submission of proposals

The **deadline for receiving applications ends on the 28 January of 2025 at 23:59 hours** (Madrid local time).

The curriculum vitae must be accompanied by a letter of motivation.

In the case of persons who are not civil servants in the justice and security sector, the CV and motivation letter must be sent via the Expertise France recruitment platform by following the specific link for this process.

*EL PACCTO 2.0 programme reserves the right to reject applications from experts who do not meet the requirements requested.*