Terms of Reference for the Recruitment of Experts

Analytical work

Drafting of a study on artificial intelligence and organised crime

August 2024 – December 2024

Brief description of the action	Drafting of a diagnostic study that includes guidance and working recommendations to align EL PACCTO 2.0 action on artificial intelligence (AI) and crime. The product will have at least four main axes: i) analysis of legislation, regulations and strategies; ii) analysis of AI tools used to fight organised crime and to strengthen the administration of justice; iii) analysis of AI tools used by criminal groups; iv) work proposals. Terms of reference (TOR) for **two (2) experts from academia and/or the private sector**. These experts will also help to coordinate the work of all experts together with the Programme team.
Specific activities (if applicable)	- 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; - Analysis and specification of the AI tools used and existing good practices to strengthen the administration of justice and the fight against organised crime; - Presentation of experiences in using AI to better detect crime and fight it efficiently; - Analysis of gender challenges in AI and propose specific actions; - Documenting and analysing the work carried out by other EU-funded programmes.

	- Coordinate the work of the 4 experts together with the programme staff.
Objective(s) of the activity	- Diagnose the state of play and the bi-regional relationship on AI and crime. - Establish work priorities and identify activities to be developed in the field of AI.
Expected product(s)	Diagnostic study, guidance and working recommendations on AI and crime.
Number of experts	2
Mission location	Remote Possible missions in the European Union and Latin America. To be defined. These costs will be covered directly by EL PACCTO 2.0.
Start of the mission	August 2024.
Duration of the mission	4 months.
Total number of working days	20 days per expert. 40 days in total.
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 sub-activity, 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 the drafting of a study on IA and Crime containing a diagnosis or state of play, a specific analysis of the issues mentioned in the present TOR and a section of proposals and recommendations for work to orient and guide the work of EL PACCTO 2.0.

The study will be drafted by 4 experts who will be coordinated by EL PACCTO 2.0 team. The profiles of these experts will be from the following sectors: justice, security, academia and the private sector.

The present TORs are oriented towards the following **two (2) profiles** who should be able to <u>work in English and Spanish</u>:
- **Expert coming from the Academia sector** (research and investigation institutions, universities, etc.).
- **Expert coming from the Private sector** (advocacy, engineering, new technologies, startup, etc.) or the Academia as well**.**

3. Description of the services to be performed

3.1. Main functions

The work will be carried out mainly remotely and meetings with the programme team will be virtual, although this may vary if 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 functions to be performed by the experts are those mentioned in the initial table:
- Assist in coordinating the work of the 4 experts with the programme team;

- Propose, guide and recommend actions and activities to address the link between AI and crime for implementation and development by EL PACCTO 2.0;
- Assist in the coordination of the 4 experts together with the programme staff;
- Regulatory analysis with explicit references to countries belonging to the 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;
- Analysis and specification of the AI tools used and existing good practices to strengthen the administration of justice and the fight against organised crime;
- Presentation of experiences in using AI to better detect crime and fight it efficiently;
- Analysis of gender challenges in AI and propose specific actions;
- Documenting and analysing the work carried out by other EU-funded programmes.

The content, methodology and scope of the activity will be defined between the set of 4 experts recruited and the Expertise France team of EL PACCTO 2.0.

In general, the experts 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. These documents will be provided to the recruited expert at the beginning of her/his work.

The selected experts may be asked to review specific bibliography and to submit and justify all the documentation used for the study and the elaboration of work proposals.

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 experts, and taking into account the functions established in the TOR, the indicative schedule of activities to be implemented by EL PACCTO from June to December 2024 is estimated as follows:

Activity	Indicative date	Beginning of preparation
Study on AI and crime	August to October 2024	July 2024
Presentation of the Study at a bi-regional conference of high technical level	End of November – beginning of December 2024	September 2024
High-impact communication action	From November 2024	October 2024

3.2. Products to be delivered by the expert:

In total, the study should be elaborated in a maximum of 20 working days per expert, based on the following distribution:
- 8 working days of bibliographical, normative, regulatory and existing actions review;
- 2 days of coordination work with the team of experts together with EL PACCTO 2.0 programme;
- 10 working days for the drafting and finalisation of the study.

Products to be delivered by the experts:

a) <u>Report of activity,</u> 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) <u>Products / deliveries of the activity</u>:

- Diagnostic study, guidance and recommendations on artificial intelligence and crime in Latin America, the Caribbean and the European Union.
  - o Product elaborated in English due to the plurality of expert profiles.

The satisfaction of the fees will be conditioned on the validation by the Program of the delivered results. The products must be delivered by the 15th of December, at latest, unless changed in agreement by the expert and EL PACCTO 2.0. 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 (particularly if it's the case for an expert coming from the startup sector);
- 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 your experience in the Academia / investigation or Private Sector linked to artificial intelligence.

5. Deadline for awarding or mobilisation and formalisation

The contract shall be awarded no later than 15 August 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 of 4 months from the date of signature. The maximum number of working days has been set at 20 between its signature in August 2024 and December 2024.

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.

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 15th of August of 2024 at 23:59 hours (Madrid local time).

The curriculum vitae must be accompanied by a letter of motivation, in the case of an expert not designated by a public institution.

In the case of experts belonging to the public service, once selected, the institution in which the candidate depends shall send a letter of appointment of the selected person.

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. Reference 2024/SOAIACEPEP/11525.

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