



Terms of Reference
Consultant – SECU Communications and Case Analyst Consultant
Office of Audit and Investigations
Investigation Section

Background

The Social and Environmental Compliance Unit (SECU) is UNDP's social and environmental compliance review mechanism, conducting independent investigations to ensure UNDP adheres to its own social and environmental standards and procedures, in particular the Social and Environmental Standards (SES).

The SES apply to all UNDP projects, programmes, and activities. SECU is housed within the Office of Audit and Investigations (OAI) and forms one of the two units that comprise UNDP's Accountability Mechanism, the other being a dispute resolution function located in headquarters' programmatic management team.

SECU needs to engage in a three years Long-Term Agreement (LTA) suitably skilled and experienced analyst(s) (maximum 3 consultants) to assist with its growing case load, research, outreach and communications needs, logistics support, and to increase its linguistic coverage. This work includes researching topics connected to its cases, reviewing documents/intake/communications, assisting in communications with stakeholders, translating and interpreting documents (based on consultants' linguistic skills), taking notes in meetings, assisting and conducting outreach to stakeholders, and assisting in other tasks related to SECU's general operations. The consultant(s) will be called upon as required from time to time.

Nature of Services and scope of work

Under the supervision of the SECU Unit Coordinator / Research Analyst, OAI, the Individual Consultant will undertake the following activities:

- Conducts research and writing for SECU and OAI.
- Provides logistical support to SECU and OAI.
- Facilitates communications among SECU, OAI and individuals, including through coordinating weekly update conference calls and liaising with case stakeholders.
- Contributes to the development of the SECU website and other outreach activities.
- Handles intake, processing, evidence gathering/analysis, and other tasks connected to potential and eligible SECU cases.



Expected outputs

Under the supervision of the SECU Unit Coordinator / Research Analyst the Individual Consultant will be required:

- Plan and conduct research and analysis of information pertaining to SECU Compliance Review cases to contribute to their completion in the form of memos and contributions to reports, guidelines, and papers;
- Plan and support in communications/outreach efforts, including creating newsletters, web designs, event planning, and other communications outputs in the form of web pages, outreach campaigns, newsletters, etc;
- Translate documents/interpret meetings as needed, based on language skills, into and from English;
- Generate records for knowledge sharing and institutional memory, contribute to the organizational tasks of SECU.

Competencies

Teamwork:

- Advances all team-based activities as required
- Embraces extra responsibility
- Contributes to building team morale and consensus

Relationship Building:

- Builds strong client relationships
- Focuses on client results and impacts
- Anticipates evolving client needs
- Manages conflict and stress

Task Management Skills:

- Produces timely, quality outputs
- Ability to handle multiple tasks

Communications:

- Speaks clearly and convincingly
- Listens actively and responds effectively



Technical skills:

Demonstrates ability to use and apply the following technical process or aides:

- Graphic and web design software
- Microsoft Office Suite
- Social Media and Open Sources

Travel

The position may require the consultant to travel. As and when travel for business purposes is required, OAI will notify the consultant and agree upon the reimbursable travel costs including tickets, lodging and terminal expenses as per UNDP Policy on Individual Consultants.

Institutional arrangement

The individual Consultant will be tasked by the SECU Unit Coordinator / Research Analyst, as well as the Deputy Director, Head of Investigations, OAI. All work product produced by the Consultant as result of this engagement is owned by UNDP and shall be submitted to SECU.

Qualifications

- Advanced university degree in international affairs, international relations, international development, human rights, environmental conservation/science, anthropology, law, communications, economics, sociology, or other related field, is required;
- 2 years professional work experience in communications, research, and/or operations at an international public or private organization with locations in multiple countries, is required;
- Experience in evaluation, corporate social responsibility, and/or social & environmental compliance/audit/investigation, is required;
- Working experience with an independent social and environmental accountability mechanism, is highly desirable;
- Working experience with independent social and environmental investigations, is highly desirable;
- Working experience with human rights, environmental protection, gender equality, indigenous peoples rights, labor law/policy, pollution prevention, and/or FPIC, is highly desirable;
- Demonstrated research, writing, coordinating, and organizational skills;
- Ability to use and apply the following technical process of aides:
 - Graphic and web design software
 - Microsoft Office Suite
 - Social Media and Open Sources



Language skills

- Fluency in oral and written English is required.
- Fluency in oral and written Spanish, Arabic, or French, is highly desirable;
- Fluency in oral and written Portuguese, Russian, Swahili, Malay/Bahasa, Chinese, Burmese, Vietnamese, Bengali, or Hindi, is desirable.

Duty station: OAI office, New York, USA

Duration:

The Individual Consultant will be engaged on an 'as needed' basis. In other words, as and when OAI requires services of one or more contract consultants, a selection will be made from LTA pool, according required skills and value for money of the contract consultants on LTA. This is based on the proposed daily rate of the applicants.

The duration of LTA is for 3 year period subject to satisfactory contract performance.

Payment Terms

The consultancy fee will be paid per working day.

Payment will be made upon:

- Submission of invoices and support documentation, specifying the number of working days worked and documentation to support pre-approved expenses.
- Certification of the SECU Unit Coordinator / Research Analyst.

I have read and accept the terms indicated above.

Approved by:

Paul Goodwin
Unit Coordinator / Research Analyst
Social and Environmental Compliance Unit
Office of Audit and Investigation (OAI)