

RESEARCH ASSISTANT
Social and Environmental Compliance Unit, UNDP OAI

TERMS OF REFERENCE

Location: New York, OAI

Background:

UNDP has recently approved new Social and Environmental Standards. The Standards will apply to all UNDP projects and programmes, effective 31 December 2014. The application of Social and Environmental Standards across UNDP programming will protect the values UNDP stands for and help UNDP become a more effective organization. The objectives of the Standards are to: (i) strengthen the social and environmental outcomes of UNDP projects; (ii) avoid adverse impacts to people and the environment affected by projects; (iii) minimize, mitigate, and manage adverse impacts where avoidance is not possible; (iv) strengthen UNDP and partner capacities for managing social and environmental risks; and (v) ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

The SES will be underpinned by an Accountability Mechanism with two key functions: 1) A Stakeholder Response Mechanism that ensures individuals, groups, peoples, and communities affected by UNDP projects can raise project-related grievances to UNDP when necessary and receive a timely and appropriate UNDP response; and 2) A Compliance Review process to respond to claims that UNDP is not in compliance with UNDP's social and environmental policies and procedures. In October 2012 the UNDP Administrator revised the Charter of the Office of Audit and Investigations (OAI) to include the mandate to investigate UNDP's compliance with applicable social and environmental policies and procedures. In February 2013 OAI established the Social and Environmental Compliance Unit (SECU) to respond to complaints that UNDP may not be meeting its social and environmental commitments during the interim phase. The main purpose of the compliance review is to investigate alleged violations of UNDP's social and environmental policies and procedures.

The Research Assistant will provide research, outreach, case management, and other assistance as necessary, to ensure that SECU is effective and responsive to local individual and community concerns.

Scope of work and deliverable:

The consultant will support the following activities:

- Provide research and writing assistance, as need and requested, to SECU, OAI.
- Provide logistical support, e.g., for meetings, etc., to the SECU, and others, as needed and requested.
- Support development and ongoing maintenance of the SECU website.
- Support development and ongoing maintenance of the SECU registry.
- Support development and ongoing maintenance the SECU side of the case management system.
- Support the rollout of the SECU, and the intake of complaints.
- Participate in OAI meetings, providing updates on SECU as requested.
- Support the preparation of outreach and communications materials about SECU and its functions.
- Support the development and ongoing maintenance of the SECU roster of compliance experts.
- Support the preparation of annual reports on SECU.

Expected Outputs (that can be identified presently)

- Complete creation of and launch website within two weeks of contract signing.
- Complete creation of case registry on the SECU website within two weeks of contract signing.
- Organize SECU update meetings and prepare weekly task lists.
- Research and prepare documents on SECU-related topics at the Direction of the Lead Compliance Officer.
- Provide ongoing support to the work outlined in ‘Scope of work and deliverables’ above, at the direction of the Lead Compliance Officer.
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- Prepare and disseminate outreach materials to inform stakeholders. Develop new and updated outreach materials over three year period after launch
- Support the establishment of a roster of compliance experts.

Institutional arrangement:

- The Consultant will be tasked by the Lead Compliance Officer, SECU. All work products produced by the Consultant as result of this engagement is owned by UNDP and shall be submitted to SECU.
- Report progress weekly during SECU update meetings.
- Liaise with the Compliance Officer, SECU, the Deputy Director (Investigations), OAI, other individuals within OAI as appropriate, other accountability mechanisms and entities as directed by the Lead Compliance Officer.

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:

- Demonstrated ability to use and apply the following technical process or aides:
- Microsoft office
- Presentation software

Duration: Maximum 250 days per year.

Duty Station: New York

Qualifications:

- Advanced degree in environmental and/or human rights law is essential.
- Strong legal research and writing skills, and an ability to respond to requests efficiently and promptly is essential;
- A minimum of 2 years working experience in social and environmental issues and/or legal issues.
- Fluency in written and spoken English is essential.
- Fluency in French and/or Spanish is an advantage.
- Knowledge of and/or experience working at UN/UNDP is an advantage;
- Experience working with, or a detailed knowledge of, social and environmental accountability mechanisms is desirable.
- Experience in establishing or managing web based reporting and case management systems is desirable.

Payment Terms

- The consultancy fee will be paid per working day.
- Payment will be made upon submission of monthly invoices, specifying the number of working days spent on each approved case, and providing documentation to support pre-approved expenses.

Evaluation method:

The applicants are evaluated in 3 stages as follows:

1. CV scoring.

The P11's and covering letters submitted by each applicant will be evaluated against requirements specified in the TOR. Those applicants who meet the requirements will be long-listed.

2. Short listing

The 3 candidates with the highest scores of relevant experience, education and skills will be shortlisted.

3. Interview

The short-listed applicants will be interviewed by the panel. The interview aims to test the competencies required for this position.

Recommended Presentation of Proposal

Interested individual consultants must submit the following documents/information in his/her application:

1. **Cover Letter** - Explaining why you are applying for the position and highlighting any factors that are particularly relevant to your application;
2. **Completed P11** - form including past relevant experience and contact details of 3 referees. A blank P11 form can be download from the attached document; and
3. **Financial proposal** - indicating the proposed daily fee rate in US\$.

Approved by:

Bernard O'Donnell, Deputy Director (Investigations), OAI

Date: 19 November 2014