



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 January 2017

Office: Office of Audit and Investigations

Description of the assignment: LTA for Investigations Contracted Analyst

Project name: Investigations Sections, OAI

Period of services (if applicable): 3 years

Proposal should be submitted at the UNDP job site: https://jobs.undp.org/cj_view_job.cfm?job_id=70395

On or before 14 February 2017.

1. BACKGROUND

The Office of Audit and Investigations (OAI) reports to the Administrator and is responsible for internal audit and investigations services to UNDP and its affiliated entities. OAI provides independent, objective assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls. OAI also responds to allegations of misconduct by conducting and reporting on investigations.

The Investigation Section of OAI is responsible for conducting investigations into allegations of misconduct, such as mismanagement, fraud, corruption, retaliation on whistleblowers, workplace harassment, abuse of authority, violation or willful disregard of UNDP regulations, rules, and administrative instructions, that involve UNDP staff, contractors and other applicable persons. The Investigations Section is also tasked with investigating allegations against parties external to the UNDP of financial irregularities committed to the detriment of UNDP. In addition, OAI undertakes proactive investigations in high risk areas that are susceptible to wrongdoings, fraud and corruption.

OAI conducts investigations in accordance with the Uniform Principles and Guidelines for Investigations, the UNDP Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, and the OAI Investigation Guidelines.

OAI seeks to engage in a Long-Term Agreement (LTA) with suitably skilled and experienced Investigations Analysts (Maximum 3 consultants) to call upon as required from time to time.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of work

The Consultant is required to research and analyze cases relating to Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) across countries and regions and over different periods of time to identify patterns, trends and "problem clusters," in order to recognize risks facing the implementation of GFATM Grants, how these risks change over time, how cases are detected and how could they be identified more easily. The information will be collated in the form of reports, graphs and charts, as part of OAI's risk mitigation and to advise Country Offices and Bureaux of "red flags" and raise awareness on fraud and corruption issues.

Conducts research and analysis for reporting to various internal and external shareholders and partners on fraud related issues.

Provides tactical intelligence support to the Investigations Advisor (GFATM), particularly on more complex cases.

Research and analysis projects may be specialized and require innovative research techniques to identify elusive data sources, internally and externally

Expected outputs:

Under the supervision of the Investigations Advisor (GFATM), OAI, the Consultant plans and conducts research and analysis of information pertaining to investigations to aid in the planning of processes and deployment of investigation resources.

Collects and analyses information from internal and external data sources, social media and open source information and develops relevant new data sources.

Conduct financial reconstruction of data and forensic accounting analysis.

Analyses information to identify similarities, patterns, trends and problem clusters across different countries and regions to assist in identifying lessons learned from reported cases.

Prepares and analyses information to identify emerging trends and risks across the regions in order to strategize pro-active investigations.

Provides input to OAI's research reference library.

Maintains reference data and lessons learned from cases reported.

Drafts research and analysis reports of a high standard, providing an objective and factual summary of the data with soundly based conclusions and recommendations.

Presents reports and statistics.

Presents lessons learned to OAI and the Partnership with The Global Fund to Fight AIDS, Tuberculosis and Malaria, Bureau for Development Policy.

Provide regular oral and written briefings to auditors, country offices and bureaux with professional information based on lessons learned, research and analysis and fact-finding results, in order to mitigate risk.

Assist investigators on complex cases by conducting in-depth analysis (for example, on company structures and individuals) and preparing link charts using specialized software.

Demonstrates a strong understanding of information security and confidentiality issues relevant to investigations.

The position may require the incumbent to travel to hardship locations where UNDP is a Principal Recipient of GFATM funds. The Individual Consultant may be required to work from its premises in New York, USA.

The contract analyst will be engaged on an 'as needed' basis. In other words, as and when OAI requires the services of one or more contract investigator/s, a selection will be made from the roster, according to investigation skills, language abilities and value for money of the contract analysts on LTA (different investigations may require certain languages or specific investigation skills).

For detailed information, please refer to Annex 1- TOR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

I. Minimum eligibility requirements:

- Advanced university degree in audit, forensic audit, finance, actuarial science, intelligence research and data analysis, investigations, or risk management is required;
- Minimum of three (3) years of working experience of providing financial analysis, forensic audit and research services in an international organization is required;
- Fluency in oral and written English is required.
- Fluency in oral and written French is required.

II. Qualification to be evaluated during CV review:

- Number of years of providing financial analysis, forensic audit and research services in an international organization;
- Working experience with GFATM related grants;
- Working experience with GFATM related grants with the United Nations is highly desirable;
- Strong analytical and problem-solving skills in fraud and financial investigations;
- Ability to use and apply the following technical process of aides, in order to improve the efficiency and effectiveness of OAI services:
 - Microsoft Office Suite
 - Social Media and Open Sources
 - Investigations software
 - Database applications
 - Forensic and Analysis tools;
 - The Consultant should submit a signed and dated P11 with proof of the required qualifications and reference contacts.
- Working knowledge in Russian or Spanish is desirable

III- Competencies to be assessed during interview:

Core Values & Ethics:

- Demonstrates integrity and fairness.
- Demonstrates the ability to remain objective, neutral and independent vis-à-vis all parties involved.
- Possesses the psychological ability to discern and handle the intricacies of workplace and sexual harassment issues.
- Displays utmost discretion and upholds confidentiality.
- Display cultural sensitivity.
- Supports corporate goals.
- Complies with UNDP regulations, rules, and code of conduct.

Task Management Skills:

- Produces timely, quality outputs.
- Exercises sound judgment/analysis.
- Develops creative solutions.
- Ability to handle multiple tasks.

Communications:

- Writes clearly and convincingly.
- Speaks clearly and convincingly.
- Has good presentation skills.
- Listens actively and responds effectively.

Professional:

Demonstrates ability to perform in accordance with relevant professional standards for administrative investigations.

Technical Competencies:

The individual consultant should be able to draft and edit documents in word and excel in English and/or French. Working knowledge of Russian and/or Spanish is an asset. Have excellent computer skills. Demonstrates a strong understanding of information security and confidentiality issues relevant to investigations. Demonstrates ability to use and apply the following technical process of aides, in order to improve the efficiency and effectiveness of OAI services:

- Microsoft Office Suite
- Social Media and Open Sources
- Investigations software
- Database applications
- Forensic and Analysis tools

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

All interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Cover Letter:** Explain why you are the most suitable for the work and the language(s) that you will provide services for.
2. **Completed P11** form including past relevant experience and contact details of 3 referees. Blank P11 forms can be download from attached document, using Annex 3.
3. **Financial proposal:** indicating the proposed daily fee rate in US\$ and using the Financial Proposal form provided in Annex 4.

How to apply:

Interested candidates must apply through UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?job_id=70395

- Use the cover letter part provided in the website;
- Upload P11 to UNDP job-site;
- Applicants who are invited to interview will be asked to submit their financial proposal into the designated email address: oai.bids@undp.or within the given deadline prior to the interview.

5. FINANCIAL PROPOSAL

The Price Proposal should be fixed and “all-inclusive”. This means that all costs (professional fees and other related costs such as communication, insurance, etc., if any) are included in the daily fee.

The financial proposal submitted by the applicants shall remain in effect for the period of 3 years of LTA.

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 designated Investigator.

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.

6. EVALUATION

Selection of applicants for awarding Long Term Agreements:

Individual consultants will be evaluated based on the Cumulative Analysis. The award of the LTA will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, i.e. complete and met the minimum eligibility requirements, and
- b) Having received the highest score out of pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight: 70%
 - Maximum top 8 candidates who obtained a minimum of 21 out of 30 CV points will be invited for written test.
 - Maximum top 5 candidates who scored minimum 14 out of maximum 20 points for written test will be interviewed.
 - Candidates who obtained a minimum of 49 out of 70 technical points will be considered for the Financial Evaluation.
- Financial Criteria weight: 30%
 - The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion

Criteria	Weight	Max. Point
1. <u>Technical</u>	70%	70
1.1 Assessment of CV/TOR against requirement stated in TOR (<i>Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring</i>)	30%	30
- Working experience in providing financial analysis, forensic audit and research services		7
- Working experience in fraud and financial investigations		7
- Working experience with GFATM related grants (in general)		5

- Working experience with GFATM related grants with UN		5
- Experience using computer software and investigations tool/software applicable for investigations or research work (1 point each application)		4
- Working knowledge in Russian or Spanish (1 point/language)		2
1.2 Written test	20%	20
1.3 Competency-based interview to measure competencies stated in TOR	20%	20 (max. 4competencies)
2. <u>Financial (lowest offer/offer*100)</u>	30%	30 Points
3. <u>Total Score</u>	Technical score (max. 70) + financial (max.30)	

Award of long term agreement

UNDP will sign a Long-Term Agreement with maximum 3 qualified applicants who obtain highest cumulative scores.

The Long-Term Agreement (LTA) represents an engagement by the consultants, upon request by UNDP, services against fixed daily rate for the duration of the Agreement and under the Terms and Conditions detailed therein. It shall not oblige UNDP to any financial commitment whatsoever. UNDP reserves the right to discontinue any Long-Term Agreement if the Contractor's performance is not satisfactory to UNDP.

3. Selection of Individual Consultant for specific assignment:

The Individual Consultant will be engaged on an 'as needed' basis. In other words, as and when OAI requires the services of one or more contract analyst/s, a selection will be made from LTA pool and/or the roster, according to:

- the required skills, language abilities; and
- value for money of the contract analyst. This is based on the proposed daily rate of the applicants.

The selected consultant will be awarded an Individual Contract (IC) with specific TOR on investigations cases and duration.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- P11 template

ANNEX 4- Financial proposal template