



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 May 2019

Office: Office of Audit and Investigations

Description of the assignment: LTA Investigations Specialist Consultant for Investigations Section, OAI, UNDP

Project name: Investigations Section, OAI

Period of services: Long Term Agreement (LTA) for 3 years from the date of signing the Agreement.

Proposal should be submitted at the UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=85574

no later than 16 June 2019.

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, sexual harassment, sexual exploitation and abuse (SEA), 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.

The number of allegations received through OAI's reporting mechanisms fluctuates from month to month. OAI needs to engage experienced investigators on contract from time to time to support Investigations Section. For this purpose, OAI enlarges its pool of LTA holders (maximum 1 consultant) who are suitably skilled and experienced investigators to call upon as required.

2. SCOPE OF WORK AND DELIVERABLES

Scope of work

Contract investigator is required to assist with case assessments and investigations and with the writing of investigation-related documents such as assessment reports, closure notes, investigation plans, mission plans, vendor sanctions memos and investigation reports.

Expected outputs

The specific tasks that will be required of the contract investigator are:

- Review and assess cases for relevance of OAI jurisdiction, sufficiency of evidence, accuracy, and propose recommendations for further action;
- Participate in investigations where required, including travel as necessary;
- Draft investigation-related reports that incorporate all relevant evidence and which are consistent with all facts obtained in the course of an investigation; and
- Maintain contemporaneous records of all actions undertaken.

Timeline and payment milestones will be determined in association with each task/deliverable.

For detailed information please refer to Annex 1-TOR.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Minimum eligibility requirements:

- An advanced university degree in investigations, law, business administration, finance or another directly relevant field, or significant relevant training and experience in the field of investigations in lieu of an advanced university degree.
- A combination of formal professional training from a national law enforcement or investigations academy or equivalent, and at least 3 years' additional experience in conducting administrative investigations as an investigator (in addition to the 5 years of investigation experience required below) may be accepted in lieu of an advanced degree.
- At least 5 years of experience in the field of administrative or criminal investigations.
- Fluency in English is required.

II. Qualification to be evaluated during CV review:

- A high level of skill in preparing investigation-related documents is essential.
- Experience in the editing and quality control of documents of an investigative or legal nature is an advantage.
- Working experience in the field of administrative or criminal investigations with an International Organization is desirable.
- Investigation experience in the field is desirable.
- Fluency in French or Spanish is highly 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.
- Displays cultural sensitivity.
- Supports corporate goals.
- Complies with UNDP regulations, rules, and code of conduct.

Teamwork:

- Leads team-based activities.
- Embraces extra responsibility.
- Builds team morale & consensus.

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:

- 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.
- Investigations software and open source applications.
- Database applications.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. **Cover Letter** - Explaining why you are applying for the position and highlighting any factors that are particularly relevant to your application;
2. **Latest personal CV**, including past experience from similar projects and email, telephone and any other contact details for 3 referees, **or P11** for non-staff assignments. A blank P11 is provided in Annex 3;

How to apply:

Interested consultants must apply through UNDP job site:

- Use the cover letter part provided in the website;
- Upload latest personal CV or P11 to UNDP jobsite;
- Applicants who are longlisted will be asked to submit their **Financial proposal** into the designated email address within the given deadline prior to the interview. The applicants must use the Financial Proposal Form provided in Annex 4 and indicate the proposed daily fee rate in US\$.

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 monthly invoices, specifying the number of working days spent on each approved case or task, and providing documentation to support pre-approved expenses.

Travel

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

Estimated workload

As and when needed, OAI will contact LTA consultant for specific assignments.

6. EVALUATION

Selection of applicants for 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 3 candidates who obtained a minimum of 21 out of 30 CV points will be invited for the interview.
 - Candidates who obtained a minimum of 49 out of 70 technical points (Max. 30 points for CV, Max. 40 points for interview) 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
<u>Technical</u>	70%	70
<i>Assessment of CV/TOR against requirement stated in TOR (Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring)</i>	<i>30%</i>	30
<ul style="list-style-type: none">• <i>Experience preparing investigations-related documents; in editing & quality control of documents of an investigative or legal.</i>		5
<ul style="list-style-type: none">• <i>Experience conducting investigations at the field level</i>		10

<ul style="list-style-type: none"> Working experience in the field of administrative or criminal investigations with NGO/International Organizations 		10
<ul style="list-style-type: none"> Experience using computer software and investigations tool/software(1 point/tool) 		2
<ul style="list-style-type: none"> Fluency of French or Spanish (2 point for each language at fluent level; 1 point/each language at good working level) 		3
Competency-based interview to measure competencies stated in TOR	40%	40 10pts/competency <i>(max. 4.competencies)</i>
<u>Financial (lowest offer/offer*100)</u>	30%	30 Points
<u>Total Score</u>	Technical score (max. 70) + financial (max.30)	

Award of long term agreement

UNDP will sign a Long-Term Agreement with one qualified applicant who obtain highest cumulative scores.

The Long-Term Agreement (LTA) represents an engagement by the consultants/contractual investigators to provide, upon request by UNDP, Investigations 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.

Selection of LTA consultants for specific investigations cases

The contract investigator 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 LTA pool, based on the principle of best value-for-money. Namely, the daily rate, required investigations skills for specific case(s), considering other factors, e.g. the availability of the contractor(s) at the required time, language capacity required by the case, travel-related cost, etc.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- P11 template

ANNEX 4- Financial proposal template