



Terms of Reference
Consultant – Forensic examinations of Information and Communication Technology devices
Office of Audit and Investigations
Investigation Section

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 Investigations 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 dated March 2018, and the OAI Investigation Guidelines.

OAI seeks to engage in a three years Long-Term Agreement (LTA) with maximum 2 suitably skilled and experienced consultants for Forensic examinations of Information and Communication Technology devices to call upon as required from time to time.

Nature of Services and scope of work

Under the supervision of IT Forensics Specialist, OAI, the Individual Consultant(s) will undertake the following activities:

- Conduct email reviews and forensic searches for specific data during OAI investigations. The work will be performed at OAI office in New York, USA;
- Screen and identify specific information in emails, documents and photos related to the investigation as instructed by OAI investigators;
- Liaise with OAI investigators as needed regarding the work assigned;
- Export and label the identified information;
- Create reports and logs accordingly for the work performed and data identified;



- Scan and label documents related to the investigation as instructed by OAI investigators.

Expected outputs

Under the supervision of the IT Forensics Specialist the Individual Consultant(s) will be required:

- Plan and conduct research and analysis of information pertaining to investigations to aid in the resolution of investigation cases;
- Draft summary reports, documenting all procedures taken as well as of the evidence identified.

Competencies

Core Values and Ethics:

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

Relationship Building:

- Builds strong client relationship
- Focuses on client results and impacts
- Anticipates evolving client needs

Task Management Skills:

- Produces timely, quality outputs
- Exercises sound judgment/analysis

Communications:

- Writes clearly and effectively
- Speaks clearly and convincingly
- Listens actively and responds effectively



Technical Skills:

The individual consultant(s) should have a good working knowledge of information technology in the areas of operating systems, files systems, and data storage. 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:

- Intella or other indexing/search tools
- X-Ways Forensic, Encase or other computer forensic tools
- Data analysis tools
- Microsoft Office Suite
- Social Media and Open Sources
- Investigations software
- Database applications

Institutional arrangement

The Individual Consultant(s) will be tasked by IT Forensics Specialist, Office of Audit and Investigations. All work product produced by the Individual Consultant(s) will be submitted to IT Forensic Specialist, Investigations Section, OAI. Due to the nature of investigative work and the forensic examination of ICT data, the Individual Consultant(s) may be directed to assist with other cases as directed by the Investigations Manager.

Qualifications

- A university degree, however a degree in computer forensics, computer science, intelligence research is preferred
- Minimum of two (2) years working experience in computer forensics, data analysis or investigations
- Working experience in the field of computer forensics, computer security, investigations or data analysis;
- Working experience with an International Organization is highly desirable;
- Strong analytical and problem-solving skills;
- Ability to use and apply the following technical process of aides, in order to improve the efficiency and effectiveness of OAI services:
 1. Forensic software (Intella, Encase, X-Ways Forensic, FTK, Oxygen)
 2. Microsoft Office Suite
 3. Social Media and Open Sources

Language skills

- Fluency in English is required.
- Fluency in French, Arabic, Russian and Spanish is highly desirable.



Duration:

The Individual Consultant(s) will be engaged on an 'as needed' basis. In other words, as and when OAI requires services of one or more contract consultant(s), 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 a 3- year period subject to satisfactory contract performance.

Duty Station

OAI office, New York

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 IT Forensics Specialist.

I have read and accept the terms indicated above.

Approved by:

Brett Simpson
Deputy Director
Head of Investigations
Office of Audit and Investigation (OAI)