



## **TERMS OF REFERENCE**

**POST TITLE:** Financial Investigation Consultant

**AGENCY/PROJECT NAME:** UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)

**COUNTRY OF ASSIGNMENT:** Bangkok, Thailand.

### **1) GENERAL BACKGROUND**

UNODC ROSEAP is hiring a Financial Investigation Consultant to provide technical assistance to UNODC activities and events.

*Wildlife and Forest Crime (WLFC)* is a serious and growing problem. The Global Programme for Combating Wildlife and Forest Crime serves to deliver a range of technical assistance activities within several thematic areas towards achieving the key project objective of strengthening capacity to prevent and combat WLFC on a regional, national and local basis. The programme aims to improve cooperation and the capacity of Member States to work, locally, nationally and internationally, to prevent and combat WLFC and other forms of serious and organized crime. The Global Programme works closely with the Corruption and Economic Crime Branch of UNODC to address corruption and economic crimes linked to WLFC.

In efforts to combat and prevent WLFC, it has been determined that very few financial investigations linked to WLFC have been conducted. To tackle this issue more effectively, there is a need to scale up the engagement between WLFC experts and corruption and economic crime experts. UNODC, as the guardian of the United Nations Convention against Transnational Organized Crime (UNTOC) and the United Nations Convention against Corruption (UNCAC), holds the mandate to strengthen national, regional and global responses in this area. UNODC is seeking a consultant to support this work to strengthen States' capacities to investigate financial and economic crime linked to wildlife and forest crime.

### **2) OBJECTIVES OF THE ASSIGNMENT**

To provide technical assistance on financial investigation at UNODC-sponsored capacity building and mentorship programme for Natural Resources and Environmental Crime Suppression Division (NED), Royal Thai Police.

### **3) SCOPE OF WORK**

The assignment will be carried out under the substantive guidance of the Regional Coordinator for

Southeast Asia of the UNODC Global Programme for Combating Wildlife and Forest Crime in coordination with the Regional Adviser, Anti-Corruption, Southeast Asia, with support from other staff they may assign.

The Consultant will, in close coordination with the UNODC WLFC and the UNODC Economic Crime Branch teams, including other field-based staff and consultants:

- ) Build capacities of investigators in NED by providing verbal and written advice on forensic accounting and how to plan, organize, conduct and manage initial reviews, preliminary assessments and the financial investigation, including through the definition of parameters and timelines, including freezing, seizing and recovering assets;
- ) Mentor analysts and investigators in NED by providing verbal and written advice on the development of red flag indicators, models and analytical frameworks to detect illegal activity, as well as on the use of investigative techniques and tools to be employed in financial investigations, including for the gathering, seizing and analysis of evidence; the interviewing of witnesses and suspects; and the preparation of detailed reports containing findings, supporting evidence, analysis and evaluation of the evidence, amongst others;
- ) Identify other stakeholders who should become engaged in the case either in the same or other jurisdictions, and determine the mechanism in which reports and evidence can be shared between the government agencies to facilitate information exchange including cross jurisdiction;
- ) Identify additional case mentoring support needs in the region;
- ) Monthly reports in writing on mentoring engagement, including a list of main stakeholders and their contact information, all documents developed, evaluation of the support delivered, the feedback received, the achieved results and recommendations for future support.

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Maximum Sixty (60) workdays from 1 September to 30 December 2020.

Timely completion of and reporting on technical assistance delivered as required by the Supervisors and/or counterparts evidenced by:

- ) Short weekly progress reports
- ) Final report on the mentoring engagement

Duty station is Bangkok, Thailand. Travel in the region is not required.

Deliverable	Output	Working days	Required by
A	Development of the content of a training course, including introduction to financial investigation and anti-money laundering (AML), forensic accounting, case preparation, collection of evidence, legal framework in Thailand, roles and responsibilities of law enforcement agencies in relation to (AML), case studies, success stories, instruments of international cooperation.	10 days	1 September
B	Delivery of a 2-week training course, with the support of additional trainers to be recommended.	10 days	30 September 2020
C	On-the-job advisory and tailored tool development to selected NED investigators with a view to understand how to apply the acquired skills as part of real-life investigations.	15 days	30 October 2020

D	On-the-job advisory and tailored tool development to selected NED investigators with a view to understand how to apply the acquired skills as part of real-life investigations.	15 days	30 November 2020
E	On-the-job advisory and tailored tool development to selected NED investigators with a view to understand how to apply the acquired skills as part of real-life investigations.	10 days	30 December 2020

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

## 5) FINAL PRODUCTS

All the outputs should be submitted in Thai and meet the satisfaction of UNODC according to the following indicators: quality of the materials produced; technical competence and timeliness of the delivery; satisfactory outputs based on activities as listed under Item 3.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The incumbent shall be under the overall supervision of the Regional Coordinator of the UNODC Wildlife and Forest Crimes Programme based in Bangkok, Thailand.

For each specific task, the UNODC Regional Coordinator for Combating Wildlife and Forest Crimes will specify the relevant objectives, timelines, and reporting requirements for completion.

Indicators to evaluate the trainer's performance will be:

- Quality of the training and on-the-job advisory programme delivered.
- Evaluation from participants, and
- Quality and timeliness of the reports for each event.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The assignment requires a qualified individual with the following expertise:

- ) Advanced university-level degree in law, economics, public administration, social sciences, or other related field **OR** bachelor's degree with minimum 10-year of relevant experience will be accepted;
- ) At least 10 years of experience in forensic accounting including providing forensic accounting support in criminal investigations is required;
- ) Experience working with wildlife, forest and fisheries crime is desirable;
- ) Experience working with law enforcement and/or government agencies responsible for tax/finance related issues is desirable;
- ) Experience in presenting/teaching is considered an asset;
- ) Good communication and interpersonal skills;
- ) Excellent command of word processing and spreadsheet packages; experience with intelligence/analytical software is desirable;

J Excellent command of written and spoken Thai with good command of English

## 8) REVIEW TIME REQUIRED

The incumbent's outputs will be monitored and reviewed on a weekly basis by the Programme Coordinator.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNODC PREMISES

☐ PARTIAL ☒ INTERMITTENT ☐ FULL TIME

## 10) REQUIRED DOCUMENTS

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

- o **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- o **Offeror's Letter Confirming Interest and Availability and Financial proposal** that indicates the daily rate/fee of the candidate, in US dollars, as per template provided in Annex 2.

## 11) CRITERIA SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as: a) Responsive/compliant/acceptable, and b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- o Technical Criteria weight; 70%
- o Financial Criteria weight; 30%

Only candidates obtaining a minimum of 500 technical points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
1) Technical	70%	500
• Qualifications in terms of Education, Consultancy and Specialization	30%	150
• Relevant working experience in law enforcement, environmental crime prevention, drug and precursor interdiction and/or criminal justice issues	60%	300
• Previous professional experience with the international agency	10%	50
2) Financial	30%	100

## 12) PAYMENT TERMS

Please indicate any special payment terms for the contract.

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LUMPSUM MILESTONE

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TOR approved by



Giovanni Broussard  
Regional Coordinator for Combating Wildlife and Forest Crimes