

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**CONSULTANCY ANNOUNCEMENT**

**TERMS OF REFERENCE**

<b>POSITION TITLE</b>	: Regional Consultant (development of a training manual on conducting forensic analysis in corruption investigations in Southern Africa)
<b>ORGANIZATION</b>	: United Nations Office of Drugs and Crime
<b>TYPE OF CONTRACT</b>	: Individual Contract/Consultancy
<b>REGIONAL OFFICE</b>	: Pretoria, South Africa
<b>DUTY STATION</b>	: Home-based, with the possibility of travel to Southern African countries <sup>1</sup>
<b>PROPOSE PERIOD</b>	: 01 August 2021 to 30 November 2021
<b>ACTUAL WORK TIME</b>	: 49 days

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**BACKGROUND**

The United Nations Office on Drugs and Crime (UNODC) is the global leader in the fight against drugs, organized crime, corruption and terrorism with widely recognized expertise and specialization on issues pertaining to international cooperation in criminal matters. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. The work of UNODC is guided by a broad range of legally binding international instruments and a set of United Nations standards and norms on crime prevention and criminal justice.

UNODC, as the guardian of the United Nations Convention against Corruption (UNCAC) and secretariat to the Conference of the States Parties to the Convention, has the mandate to provide support and technical assistance to States parties to effectively implement the Convention. The backbone for the UNODC anti-corruption work is the normative framework provided by the UNCAC.

A number of governance indicators reveal that corruption remains a significant obstacle to development in several countries in the Southern Africa region. While all countries in Southern Africa have ratified the UNCAC, challenges remain with regard to its implementation, in particular concerning the effective and timely implementation of the recommendations emanating from the country reviews conducted under the UNCAC Implementation Review Mechanism.

UNODC is currently implementing the Project on Fast-Tracking UNCAC Implementation in four regions across the globe in support of Sustainable Development Goal 16. In October 2019, the regional platform for Southern Africa was launched consisting of 8 countries, namely: Angola, Botswana, Malawi, Mozambique, Namibia, South Africa, Zambia and Zimbabwe. The fast-tracking of UNCAC in these countries is done under the identified four focus areas, namely:

- Inter-agency cooperation on investigation and prosecution of anti-corruption cases, with a focus on policy development;
- Whistleblowing protection vs. protection of reporting persons in criminal proceedings;
- Asset disclosure, including asset declaration, detection of illicit enrichment, beneficial ownership and how to undertake increased scrutiny of Politically Exposed Persons (PEPs); and
- Identifying and managing conflict of interest in the context of public procurement.

In January 2020, UNODC commenced with the mapping phase of the project in order to collect accurate and up-to-date information on the current country situation in terms of these four thematic areas and determining

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<sup>1</sup> It is understood that the individual contractor/consultant shall not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that in the event of travel, the individual contractor/consultant secures his/her own insurance coverage during the period of the consultancy.

the corresponding technical assistance needs. UNODC is now in the implementation phase of the project wherein various project activities are implemented at both regional and country levels.

## **PURPOSE OF THE ASSIGNMENT**

The analysis of financial data to determine whether a crime such as corruption has taken place is key to strengthening anti-corruption investigations as well as litigation action, through the preparation of forensic accounting reports and analytical data. The overall aim of this consultancy is to support the UNODC Regional Office for Southern Africa in developing a regional training tool on conducting forensic analysis in corruption investigations in Southern Africa that will be used for the provision of technical assistance to the countries in the region. The individual contractor/consultant is expected to develop training modules targeted towards law enforcement authorities, including anti-corruption authorities.

The individual contractor/consultant is expected to pilot the training manual that will be developed through the delivery of 1 training session to relevant agencies or organizations in the region.

The consultancy will be carried out taking into account provisions of the United Nations Convention against Corruption.

## **SCOPE OF WORK**

Under the direct supervision of the National Project Officer (anti-corruption), based at the Regional Office for Southern Africa and overall guidance of the Crime Prevention and Criminal Justice Officer who acts as the UNODC focal point for the project on fast-tracking of the UNCAC based at UNODC HQ, Vienna, the individual contractor/consultant will be responsible for undertaking the following activities:

1. Draft an outline of training modules on conducting forensic analysis in corruption investigations.
2. Undertake desk research and analyse all the necessary documents/training modules, and training materials that have already been developed by regional stakeholders to fully understand the regional situation and existing training material available for training criminal justice practitioners (including the existing UNODC training manuals); relevant national legislations.
3. Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions in terms of gathering and preparing evidence for trial.
4. Develop conceptual diagrams to best illustrate (1) the process of forensic analysis, (2) the functions of role-players and institutions identified above and (3) presentation of evidence.
5. Develop a training manual for on conducting forensic analysis in corruption investigations targeting anti-corruption and law enforcement officials. The training manual will consist of a learner manual as well as a facilitator-guide and should be a total of 5 days of classroom style modular sessions each.
6. Deliver the training sessions to anti-corruption, police and law enforcement officials pilot test the draft training modules.
7. Revise and finalise the training manual on conducting forensic analysis in corruption investigations in consultation with UNODC personnel.

## **EXPECTED KEY RESULTS**

In consultation with the National Project Officer (anti-corruption) the individual contractor/consultant will be expected to:

1. Submit a detailed work plan within 5 days of the start of the consultancy. The workplan should include a brief outline of the training modules as well as timelines for activities under these terms of reference.
2. Produce a comprehensive set of training material that is tailored to anti-corruption, police and law enforcement officials. The training manual and facilitator-guide shall include a narrative and practical exercises that address but not limited to the following:
  - An introduction to forensic analysis
  - Best practices in forensic analysis (including analysis of the financial features of complex issues, the quantification of damage, forensic technology and data analytics)

- General implementation principles (including but not limited to):
    - Investigation support: Information and asset tracing
    - Advisory support: analysis and evaluation of information, e.g. measurement of economic damages and lost profits
    - Litigation support: Understanding and using visual aids in the presentation of evidence
  - Examples of approaches that can be adopted by countries.
3. Produce a power point presentation summarizing the contents of the training manual and proposed training schedule.
  4. Deliver 1 pilot training sessions to relevant agencies in the Southern African region.
  5. Following the piloting of the training manual, revise and finalise the training manual on conducting forensic analysis in corruption investigations in consultation with UNODC personnel.

#### **DATES AND DETAILS OF DELIVERABLES/PAYMENTS:**

Deliverable	Output	Working Days	To be accomplished by (date)
A.	Workplan on activities to be undertaken under the consultancy	2 Days	15 August 2021
B.	Training manual on conducting forensic analysis in corruption investigations in Southern Africa	30 Days	30 September 2021
C.	Power point presentation summarizing the contents of the training manual and proposed training schedule.	2 Days	30 September 2021
D.	Delivery of 1 pilot training session to relevant agencies in the region.	5 Days	31 October 2021
E.	Adjustments to the training manual based on feedback received following the pilot training sessions.	10 Days	15 November 2021
Total		49 Days	

Payment will be made upon satisfactory completion and/or submission of outputs/deliverables

#### **PROVISION OF MONITORING AND PROGRESS CONTROLS**

The individual contractor/consultant will be expected to report on a regular basis to UNODC on progress and closely consult with UNODC in carrying out his/her assignment. All the outputs should meet the satisfaction of UNODC as assessed by and according to the following indicators:

- Quality of documented product (usefulness/practicality, clarity, technical quality, etc)
- Appropriate consultative process in delivering the product
- Timeliness of the delivery
- The training modules should:
  - Be comprehensive, based on sound research and to include bibliographic references.
  - Reflect the relevant standards of forensic accounting and analysis.
  - Be suitable for the training of personnel from anti-corruption and law enforcement authorities and can be used immediately to fulfil the goal of guiding justice professionals in this regard.
  - Contain visual aids, such as Power Point Presentations, as well as practical exercises.
- The final product should reflect feedback received from the target audience of the training sessions as well as UNODC.

## PAYEMENTS

The individual contractor/consultant will receive remuneration relevant to their qualification, experience, and in line with UN financial rules and regulations. Remuneration may be released in two separate installments subsequent to appointment of a successful candidate:

- The first instalment, amounting to 40% of the total cost of the contract will be released upon UNODC's receipt and approval of the training manual.
- The second and final instalment amounting to 60% of the total cost of the contract will be released upon receipt and UNODC approval of a final training manual, following the piloting of the tool.

## EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED)

- A degree or professional qualification in accounting, social science or related fields.
- Qualification in accounting (e.g. CPA or ACCA).
- Strong problem-solving skills
- Minimum of 10 years of relevant professional experience working in law enforcement, anti-corruption, fraud or related area.
- Strong knowledge of forensic accounting and analysis.
- Proven experience in the development of related training materials and modules for justice professionals.
- Proven ability to work well under pressure and meet strict deadlines.
- Proficiency in verbal and written English Language. Knowledge of Portuguese or French will be an added advantage.
- Work experience with the UN system is highly desirable.
- Familiarity and experience working in the SADC region on matters of corruption is desirable.
- Shows sensitivity and respect towards local, cultural, political and social circumstances.
- Fluency in English, with excellent drafting and communication skills.

## APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents to [unodc-rosaf.procurement@un.org](mailto:unodc-rosaf.procurement@un.org) with the subject line ***“Regional Forensic Analyst individual contractor/consultant”*** by 9 July 2021:

- 1) Technical and Financial proposal
- 2) Cover letter and CV with three contactable referees
- 3) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience, information on computer skills, samples of knowledge products (guides, toolkit, etc.) and include three contactable referees

For technical queries, please contact Procurement Unite at [unodc-rosaf.procurement@un.org](mailto:unodc-rosaf.procurement@un.org)

These TOR's will also be available on UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

**Correspondence will be limited to shortlisted candidates only.**

**UNODC reserves the right not to make an appointment.**

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigours reference and background checks.