



Issued on: 28 September 2017

Deadline For Application: 12 October 2017

JOB TITLE: Investigation Consultant

TYPE OF CONTRACT: CONSULTANT OR PSA

DUTY STATION: Rome, Italy (with possible missions to the field)

ORGANIZATIONAL UNIT: OIGDD

DURATION: will depend upon the specific role

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The Office of the Inspector General provides oversight of the programmes and operations of the Organization, through internal audit, investigation and inspection. The Office reports to the Director-General and Senior Management on lessons learned, and promotes policies and activities that enhance the integrity of FAO's operations.

The investigations unit of the Office of the Inspector General investigates allegations of fraud and misconduct in the programmes and operations of the Organization.

It is anticipated that OIG's investigations unit will need to retain consultants to assist it in conducting and supporting investigative activities.

This call for expressions of interest is for the purpose of identifying suitably qualified candidates who may be invited to undertake short-term assignments for OIG's investigations unit, ranging in length from a few weeks to a maximum of 11 months. This call is aimed at candidates with various levels of experience, in particular, **Investigations consultant (two categories, depending on level of experience)**, and **Intake and Investigations support consultant**, to support the unit's work as described below. The Investigations consultants and Intake and Investigations support consultant will be located at the Organization's headquarters in Rome (Italy), with possible missions to the field. The assignments may cover a number of activities, or be dedicated to a specific project or other activity.

Notwithstanding this call for expressions of interest, individual Vacancy Announcements may be issued for specific assignments where this is deemed appropriate.

Reporting Lines

The consultants report to the Senior Investigator OIG.

Technical Focus

Investigation support to OIG staff in relation to review and analysis of complaints falling within OIG's mandate.

Tasks and responsibilities

The tasks and responsibilities of each selected consultant will be defined in the Terms of Reference (TOR) for the specific assignment.

(a) **Investigations consultant (advanced)**: under the overall supervision and guidance of Senior Investigator, the consultant is expected to undertake investigative tasks with technical competence and independence, according to generally accepted investigative practice, applicable policies and the deadlines and deliverables set out in their TOR. Their assigned tasks and responsibilities will normally include several of the following elements:

- Lead or participate in preliminary reviews and investigations as set out in the investigation guidelines, identifying any sensitive issues and proposing course of action.
- Collaborate with senior investigative staff in more complex investigations.
- Conduct field missions, as necessary, to carry out investigative activities.
- Analyze information, prepare investigative reports and memoranda presenting facts, circumstances, conclusions and recommendations to support management decisions.
- Develop training materials relevant to OIG's mandate and provide input into policy initiatives.
- Maintain internal OIG records relating to matters under review.
- Other assigned tasks, as necessary.

(b) **Investigations consultant (mid-level)**: under the supervision and guidance of senior investigative staff, the consultant is expected to undertake investigative tasks with technical competence, according to generally accepted investigative practice, applicable policies and the deadlines and deliverables set out in their TOR. Their assigned tasks and responsibilities will normally include several of the following elements: :

- Assist in the conduct of preliminary reviews and investigations as set out in the investigation guidelines, identifying any sensitive issues and proposing course of action.
- Collaborate with senior investigative staff in more complex investigations.
- Conduct field missions, as necessary, to carry out investigative activities.

- Analyze information, prepare investigative reports presenting facts, circumstances, conclusions and recommendations to support management decisions.
- Provide input into policy initiatives.
- Maintain internal OIG records relating to matters under review.
- Other assigned tasks, as necessary.

(c) **Intake and Investigations support consultant:** under the supervision and guidance of senior investigative staff and overall supervision of the Senior Investigator, the consultant will be required to conduct the intake process into complaints lodged with OIG, related to allegations of fraud and unsatisfactory conduct at FAO headquarters and field offices, in a manner consistent with applicable policies as well as deadlines and deliverables set out in their TOR. Their assigned tasks and responsibilities will normally include several of the following elements:

- Collect initial information relevant to preliminary review, when necessary in consultation with Senior Investigator and/or assigned investigator.
- Contribute to other assigned tasks, as appropriate, including with regard to
- Conduct preliminary review of simple complaints;
- Contribute to other investigative activities;
Contribute to the unit's other activities, including with regard to policies and reporting;
Draft and edit required written outputs of the highest quality with logical and clear presentations. Written outputs include, but are not limited to, draft investigative plans, records of interview, draft investigative reports.
Other assigned tasks, as necessary.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in law or in a subject associated with criminal and/or administrative investigations.
- Investigations consultant (advanced): At least seven years of relevant work experience; Investigations consultant (mid-level): At least five years of relevant work experience; Intake and investigations support consultant: At least two years of relevant work experience. Relevant experience includes professional work in fact-finding/investigations preferably, but not limited to, in the area of misconduct and wrongdoing by employees, suppliers and partners organizations, including fraud and other forms of corruption, using generally accepted investigation techniques and procedures.
- Working knowledge of English. Working knowledge of the other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish) may be required depending upon the assignment.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

OIG is looking for consultants who are able to cover the following technical activities:

- conducting (or contributing to the conduct of) investigations in compliance with generally accepted investigative practice and the Revised Guidelines for Internal Administrative Investigations by the Office of the Inspector General (AC 2017/03); ensuring an impartial, fair, prompt and thorough review of the facts and circumstances surrounding complaints falling within OIG's mandate (fraud, unsatisfactory conduct, and other wrongdoing, including any form of harassment, retaliation and sexual exploitation and abuse);
- carrying out (or contributing to the conduct of) inspections as independent assessments targeting specific aspects of FAO projects, programmes and/or administrative activities, with the aim of assisting management in making more effective and efficient use of physical, financial and human resources.
- providing policy input as well as advisory services and assistance following requests for information concerning matters that do not require a review or investigation; and proposing and contributing to the implementation of mechanisms, practices, regulations and policies that encourage an ethical working environment, enhance the integrity of FAO's operations and prevent the recurrence of misconduct and fraudulent activity.

All applicants should clearly indicate their specific technical expertise in their application.

Selection Criteria

- Extent of knowledge and experience on investigative process;
- Ability to carry out investigative activities, research and analysis;
- Ability to write clear and concise reports and other relevant documents;
- Work experience with international or regional organizations or other entities in a relevant field

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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