**UNHCR Inspector General’s Office**

**Terms of Reference (ToR)**

**Investigation Consultant**

**Title**: **state here the title of the investigation**, such as: Investigate into allegations of \_\_\_\_\_\_\_\_\_\_ against \_\_\_\_\_\_\_ (INV/2012/\_\_\_)

**1. Project/ABOD number**: place here the relevant Cost Centre \_\_\_\_\_ and account number \_\_\_\_\_

**2. Indicate Bureau/Department/Division/Service responsible for the funds**: Inspector General’s Office (IGO)

**3. Total amount approved for this consultancy**: Lump sum of US$ \_\_\_\_\_ (x working days at US$ \_\_\_ per day)

**4. Duration of this assignment and dates**: x days, from \_\_\_ to \_\_\_

1. **Indicate if the consultancy assignment is expected to extend beyond the requested period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Duty station:** indicate the location of the investigation

**7. Reporting Officer:** Ruven Menikdiwela, Head of Investigation Service, IGO

**8. Travel plan:** indicate the travel itinerary for the Consultant

**9. General background of project or assignment**: explain here the background to the alleged misconduct, including:

- the date the allegation was received by the IGO

- the nature of the allegation

**10. Purpose and scope of assignment:** provide a concise and detailed description of activities, including measurable outputs and delivery dates, impact indicators (what qualitative and quantitative results would be achieved upon completion of consultancy), performance indicators (timelines, value of the service rendered in relation to the cost, timeliness) and work plan.):

***The following paragraph should be included***:

In accordance with established procedures the consultant will conduct an investigation which will result in either a confidential closure report for the IGO to be approved by Ruven Menikdiwela, the Head of the Investigation Service, or a confidential Investigation Report to be submitted after approval by the Head of the Investigation Service, for onward transmission to the Inspector General and to the Director of DHRM.

**11. Monitoring and Progress Controls** (reports requirements, periodicity, format, deadlines):

A final draft report will be submitted by the Consultant to the Head of the Investigation Service by cob [*insert date*].

**12. Definition of the Final Product** (i.e., survey completed, data collected, workshop conducted, research documents produced, etc.):

The final report will be submitted to the Head of the Investigation Service by [insert date].

**13. Qualifications and Experience of Consultant** (degree required, years of experience, field of expertise, language required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Level of expertise required as per paragraph 83, UNHCR Policy on Individual Consultants (UNHCR IOM/021/2005 UNHCR FOM/021/2005)**

Level A Level B… Level C  Level D (tick box as appropriate)

**15. Name, title and signature of Hiring Manager:**

**Name: Ruven Menikdiwela**

**Title: Head of Investigation Service, IGO**

**Authorised by the Head of Investigation Service**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_