



PROCUREMENT OF CONSULTANTS FOR THE OFFICE OF INTEGRITY, COMPLIANCE AND ACCOUNTABILITY

PROJECT NAME

Office of Integrity, Compliance and Accountability Consultants Roster 2022

ROLE/SERVICE

Institutional Integrity (Fraud and Corruption)

- ICA Consultants (Sanctions Officers)
- ICA Consultants (Sanctions Appeal Officers)

Accountability (Environmental and Social Harm)

- ICA Consultants (Subject Matter and Compliance Review Experts)
- ICA Consultants (Dispute Resolution/ Problem Solving Experts/Mediators)

COUNTRY

Regional

DEADLINE

June 24, 2022

11:59 PM

TYPE

Part Time Consultancy

OVERVIEW

The Caribbean Development Bank (CDB or the Bank) is seeking to establish rosters of service providers (Rosters) to be engaged as consultants (Consultants) to support the operationalisation of the Bank's Framework for Integrity, Compliance and Accountability (Strategic Framework) which is managed by the Office of Integrity, Compliance and Accountability (ICA).

THE OFFICE OF INTEGRITY, COMPLIANCE AND ACCOUNTABILITY

ICA oversees five key governance functions of the bank: institutional integrity; ethics; whistleblowing; compliance; and accountability (the Functions) and is an operationally independent office. Specifically, ICA is an office that:

- promotes integrity and works to deter, detect, investigate and recommend sanctions for all violations related to practices like fraudulent, corrupt, collusive, coercive practices and other corrosive practices and violations;

- promotes ethics and investigates and recommends sanctions for violations of the Bank’s Code of Conduct;
- oversees compliance with standards, policies and procedures to combat money laundering and terrorist financing and to conduct monitoring to avoid violation of financial sanctions;
- manages the Bank’s Whistleblower System which is a mechanism for: (i) the confidential intake, assessment, secure handling and independent investigation of all whistleblowing submissions and reports of Integrity Violations, Ethics Violations, Compliance-related violations and project complaints; and (ii) the protection of Whistleblowers from retaliation; and
- manages a Project Complaints Mechanism which will be created to receive, respond to and work to resolve all citizen complaints that allege environmental and social harm caused by projects financed by the Bank.

ICA CONSULTANTS ROSTER 2022

Since 2020 ICA has commenced creation of Rosters of suitably qualified Consultants. In 2022 ICA wishes to supplement its Rosters with qualified candidates for consultancy contracts in the following areas:

Institutional Integrity (Fraud and Corruption)

- Sanctions Officers
- Sanctions Appeal Officers

Accountability (Subject Matter Experts)

- Environmental and Social Harms Experts
- Compliance Review Experts
- Dispute Resolution/ Problem Solving Experts/Mediators

Descriptions are provided below for each of the roles listed above.

HOW TO APPLY

Interested candidates, must send an e-mail attaching their CV and a letter of interest in a single file to: icaroster@caribank.org

File name: “[last name], [first name]” (e.g. Jones, Jackie)

Subject line: “ICA Consultant for ()”

Consultants applying to be subject matter experts must also indicate the subject area(s) you are applying for (e.g. Environmental safeguards or social safeguards, sexual exploitation and abuse or air and water pollution)

All information must be submitted in English no later than **June 24, 2022.**

ADMINISTRATION OF THE ICA ROSTER & REPORTING

Rosters are constituted on a rolling basis.

Applicants who wish to be listed as subject matter experts may be asked to submit examples of previous work and references.

Upon submission of an application, applicants will receive an email acknowledging receipt of their application.

Each shortlisted applicant will be interviewed on a date to be notified by email and if successful, will be listed on the roster as a Consultant. Interviews will be conducted at least quarterly in March, June, September and November or as otherwise required by Head, ICA, and may be in person or web-based. ICA will not be bound to assign any reason for not shortlisting any applicant.

ICA will conduct a conflict of interest check, based on information provided during the interview and other information available to ICA.

Reporting

Consultants will report to the Head, ICA.

QUALIFICATIONS AND COMPETENCIES

Essential

- Academic qualifications from accredited universities, including a first degree and postgraduate degree in the related field.
- Very good references from past employers.
- Significant relevant professional and international experience.

Desirable

- A postgraduate degree in the related field.

Knowledge of or work experience in:

- development issues relevant to the Caribbean;
- the role and responsibilities of integrity offices, ethics offices, compliance offices and independent accountability mechanisms, as relevant; and
- a regional organisation, multilateral development bank or other international organization.

Competencies

- Excellent research skills.
- Excellent oral and written communication skills in English including the ability to clearly and concisely prepare, present, discuss and defend issues, findings and recommendations at senior levels and to produce complex and compelling briefs, reports and papers.
- Ability to demonstrate high ethical standards and an uncompromising sense of integrity, ethics, personal responsibility, ambition and accountability.
- Ability to demonstrate strong critical thinking skills.
- Ability to organise, interpret and present information in a meaningful way to diverse audiences.
- Strong time management skills and the ability to prioritise and multitask.
- Additional competencies may be specified for some types of consultancies.

Before you proceed to apply, please consider the following requirements:

- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All assignments are subject to satisfactory background checks and references.
- Mobility to travel to the Borrowing Member Countries (BMCs) for work.

CONFIDENTIALITY

CDB fully respects the need for confidentiality of information submitted and assures you that your background and interest will not be discussed with anyone including references, without your prior consent. Similarly, CDB expects that the Consultant will adhere to the confidentiality undertakings in their contract with CDB.

RENUMERATION

This is a part-time role and engagements of selected persons will be on a periodic basis. Remuneration will be negotiated based on ICA's annual scale for remuneration of Consultants and will take into account the nature, duration and complexity of the consultancy and the Consultant's level of experience.

DURATION AND LOCATION OF ENGAGEMENT

Each Consultant listed on a roster will be qualified to be engaged without retainer through a consultancy contract with CDB, to work with ICA. Engagements will last as stipulated in the terms of reference or work statement for as long as the particular assignment requires.

During the period of work, Consultants may be asked to work remotely; work may involve travel to CDB headquarters and on mission in its nineteen BMCs as required.

ICA may remove a Consultant from any ICA roster if he/she undertakes work for the management of the Bank or another entity which may constitute a conflict of interest, while being on a Roster.

Rosters will not be published. Placement on a roster does not guarantee employment or any other related engagement with ICA nor with CDB.

1. Institutional Integrity (Fraud and Corruption)

a. Sanctions Officers

Sanctions Officers will contribute to the efficient, prompt, fair, consistent and independent service delivery to the Bank in the imposition of sanctions against wrongdoers for integrity violations like fraud and corruption. The Officers in accordance with the Bank's Investigation and Sanctions Procedures, will be assigned to sit individually or as a panel.

Sanctions Officers will primarily be required to:

- receive and review ICA's investigation reports and recommendations about sanctions to be
- imposed on any party that ICA has found to have committed wrongdoing;
- assess the findings and relevant evidence;
- make recommendations and impose sanctions as appropriate in each case; and
- prepare and deliver a report of its deliberation, determinations and the sanctions imposed.

b. Sanctions Appeal Officers

Sanctions Appeals Officers will contribute to the efficient, prompt, fair, consistent and independent service delivery to the Bank in the imposition of sanctions against wrongdoers for integrity violations like fraud and corruption. The Officers in accordance with the Bank's Procedures for Sanctions and Enforcement, will be assigned to sit individually or as a panel.

Sanctions Appeals Officers will primarily be required to:

- hear an appeal from a party against whom a sanction has been imposed;
- review the findings of the Sanctions Officer and ICA; and
- make an appropriate determination on whether an appeal of the sanction imposed is merited in each case.

2. Accountability (Subject Matter Experts)

a. Environmental and Social Harms Experts

Subject matter experts will be responsible for providing support, expert advice and conduct reviews of cases handled by the Project Complaints Mechanism (PCM) which is managed by ICA. ICA is interested in receiving applications from Consultants with expertise in the following areas:

- Environmental and social safeguards
- Gender Based Violence - Sexual Exploitation, Abuse and Harassment
- Grievance redress, stakeholder engagement and public participation/social consultation
- Indigenous people
- Involuntary resettlement and social displacement
- Land tenure and land rights

b. Compliance Review Expert

Compliance Review Experts will support ICA's conduct of Compliance Review/ Investigations.

c. Dispute Resolution/Problem Solving Experts/Mediators

Under the guidance of the Head, ICA, the dispute resolution Consultant will be responsible for undertaking:

- Review of project documentation and other background information in relation to a specific case;
- Support and/or conduct of stakeholder mapping and initial engagement with the relevant parties in dispute to understand the situation, issues and potential for a problem-solving process;
- Direct engagement with the parties in close coordination with ICA's PCM staff;
- Design of dispute resolution processes, including ground rules or frameworks, in consultation with the parties and subject to their needs;
- Support of capacity building for parties as may be required for the case;
- Management of dispute resolution efforts, and serve as the primary mediator or third-party neutral between the parties in dispute;
- Organisation and conduct of site visits, bilateral and joint meetings as part of the problem-solving process;
- Assistance to parties in overcoming impasses to dispute resolution;
- Coordinating closely with the ICA PCM staff throughout the problem-solving process, and providing regular and proactive reports to the ICA PCM on the progress of the efforts;
- Assistance to parties in reaching and drafting agreements, and monitoring implementation of those agreements;
- Support to PCM by proactively identifying lessons learned from cases filed with PCM; and
- Support in meetings with complainants, stakeholders, CDB Operations staff and BMC officials;

Dispute Resolution Consultants must be able to use independent judgement and manage confidential information and processes. He/she must have strong interpersonal skills and highly developed cultural sensitivity when communicating with CDB stakeholders at all levels, both verbally and in writing. He/she must be able to work independently with a high level of accuracy and attention to detail. The Consultant must also be able to exercise tact and discretion in dealing with internal and external parties.