

Title	Funding Code	Type of engagement	Duty Station:
Fraud Analyst		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Jordan
Purpose of Activity/Assignment:			
<p>Support UNICEF Yemen's fraud management system, ensuring fraud allegations are timely acted upon and corrective measures are triggered.</p>			
<u>Background/ Scope of Work:</u>			
<p>UNICEF Yemen has established a Yemen Service Center (YSC) to deliver cash transfers to vulnerable households and payments to civil servants. To implement these cash initiatives amid a volatile and high-risk environment, the UNICEF YSC follows robust risk management system to ensure the right amount of cash reaches the right person. Among these, and in line with UNICEF's zero tolerance to fraud, the YSC has established a strong mechanism for the prevention, detection and response to fraud linked to these cash initiatives.</p>			
<u>Purpose and objectives</u>			
<p>The consultant (Fraud Analyst) will be responsible for the desk review of fraud allegations, their analysis and identification of the protocol to be applied to each allegation. The consultant (Fraud Analyst) will also be responsible for liaising with the fraud investigation company to ensure quality assurance and timeliness of the fraud investigations.</p>			
<u>Data Protection and Confidentiality</u>			
<p>The contractor would be required to comply with the data protection and confidentiality requirements of UNICEF and avoid any security incidents with regards to UNICEF data. In this regard, "UNICEF Data" and "Security Incidents" are defined as follows:</p>			
<p>(1) "UNICEF Data" means any and all information or data in digital form or processed or held in digital form that (a) are provided to the Consultant by, or on behalf of, UNICEF and/or End Users under the Contract or through UNICEF's and/or End Users' use of the Services or in connection with the Services, or (b) are collected by the Consultant in the performance of the Contract.</p>			
<p>(2) "Security Incident" means, with respect to any information system, service or network used in the delivery of the Services or Deliverables, one or more events that (a) indicates that the security of such information system, service, or network may have been breached or compromised and (b) that such breach or compromise could very likely compromise the security of UNICEF's Confidential Information or weaken or impair UNICEF's operations. Security Incident includes any actual, threatened or reasonably suspected unauthorized access to, disclosure of, use of or acquisition of UNICEF Data that compromises the security, confidentiality, or integrity of the UNICEF Data, or the ability of UNICEF or End Users to access the UNICEF Data.</p>			
<u>Disclaimer</u>			
<p>Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.</p>			

Budget Year: 2024	Requesting Section/Issuing Office: Yemen Service Centre/ Yemen Country Office	Reasons why consultancy cannot be done by staff: The skills and expertise required to achieve these deliverables are not available among the staff.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: No, the needs appear after the rolling of the work plan.			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: Not applicable.			
Supervisor:	Start Date: 01/Sep/2024	End Date: 30/ August /2025	Number of Days (working) 12 months

[TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget (JOD)
Grievances reviewed, analysed and acted upon in line with UNICEF established protocols	11 reports confirming that 100% of fraud allegations filed under 'Fraud related to payments' analysed and acted upon in line with UNICEF established protocols, as per template provided by UNICEF	26 days per each report	
Liaison with Fraud Investigation company, through all steps of the fraud investigation process; review of report and supporting evidence; compilation of feedback to support	Investigation report quality assured, accompanied by list of people to be reimbursed, as per the template provided by UNICEF	Within 3 months after allegation sent for fraud investigation	
Data analysis, compilation, and reporting	Letters to service providers, summarising the outcomes of the investigation and cost of fraud, as per the template provided by UNICEF	As requested by the supervisor, within 5 working days of the request	
Data analysis, compilation, and reporting	End of year report on all fraud cases investigated, as per the template provided by UNICEF	As requested by the supervisor, within 10 working days of the request	
Estimated Consultancy fee			
Travel International (if applicable)	No		
Travel Local (please include travel plan)	No		
DSA (if applicable)	No		
Total estimated consultancy costs¹			
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: A bachelor's degree in accounting, Audit, Investigation, or a related field. Fraud Risk Management is an asset.</p>	<p>Knowledge/Expertise/Skills required:</p> <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of five years of progressively responsible experience in investigation and compliance monitoring work within the UN and Humanitarian sector. • Experience working in a fraud investigative role with the United Nations system is strongly desirable. • familiarity with UN tools and processes • Experience managing external fraud investigation firms. • Experience with an international or multilateral public institution is desirable. • Experience working for UNICEF cash-based interventions is an asset. <p>Language requirements:</p>		

	<ul style="list-style-type: none"> • Fluency in both English and Arabic is required. <p>Technical knowledge:</p> <ul style="list-style-type: none"> • Knowledge of fraud related controls, polices, and procedures with strong Problem-solving and analytical skills. • Knowledge of various research and investigation methodologies and sources including electronic sources on the internet, intranet and other databases. • Ability to draft/edit in English and Arabic a variety of written reports, especially concerning the preparation of complex reports of investigation and formal internal and external communications.
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input type="checkbox"/> Preferable to provide the consultant with a laptop from UNICEF for security considerations, especially that the Anti-fraud area deals with sensitive data.</p>
<p>Request Authorised by Section Head</p>	<p>Request Verified by HR:</p>
<p><i>Approval of Head of Yemen – Amman outpost (Senior project coordinator):</i></p> <p>_____</p> <p><i>Representative</i></p> <p>_____</p>	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant