



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

CONSULTANT ROSTER ROLES –DESCRIPTIONS

Consultants may apply for any one or more of the roster roles, the responsibilities for which are described briefly below:

1. Integrity Due Diligence Specialists

Integrity Due Diligence (IDD) Specialists will be responsible for applying CDB's policies and procedures and modern investigative best practices for the conduct of integrity due diligence. Integrity due diligence will cover all concerns about integrity and reputational risk issues like fraud and corruption. He/she will be required to use professional experience and knowledge, to determine the existence of integrity risks to CDB which may arise in CDB's operations generally or from interactions, transactions and specific projects being assessed or entered into by the Bank with third parties.

IDD Specialists are expected to work as a team member or independently as the case may be, on each assignment. The ability to do excellent research and exercise good judgment and discretion is required.

2. Integrity Investigators (Integrity Violations e.g. Fraud and Corruption)

Integrity Investigators will be responsible for applying CDB's policies and procedures and modern investigative best practices for the conduct of investigations as requested by the Head, ICA. Investigations will be focused on allegations of integrity violations like fraud, corruption, collusion, coercion. He/she will be required to use professional experience and knowledge, to conduct investigations, compile reports and make determinations and recommendations to the Head, ICA.

Investigators are expected to work as a team member or independently as the case may be, on each assignment. The ability to do excellent research and exercise good judgment and discretion is required.

3. 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.

4. 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.

5. Counterparty Due Diligence Specialists (AML, CFT and Financial Sanctions)

Counterparty Due Diligence (CDD) Specialists will be responsible for applying CDB's policies and procedures and modern investigative best practices for the conduct of compliance-related counterparty due diligence. He/she will be required to use professional experience and knowledge, to determine the existence of compliance risks to CDB which may arise in CDB's operations generally or from interactions, transactions and specific projects being assessed or entered into by the Bank with third parties.

CDD Specialists are expected to work as a team member or independently, as the case may be, on each assignment. The ability to do excellent research and exercise good judgment and discretion is required.

6. Compliance Investigators (AML, CFT and Financial Sanctions)

Compliance Investigators will be responsible for applying CDB's policies and procedures and modern investigative best practices for the conduct of investigations as requested by the Head, ICA. He/she will be required to use professional experience and knowledge, to conduct investigations, compile reports and to make determinations and recommendations to the Head, ICA.

Investigators are expected to work as a team member or independently, as the case may be, on each assignment. The ability to do excellent research and exercise good judgment and discretion is required.

7. Subject Matter Experts (Social and Environmental Harm)

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:

- Agriculture
- Air and water pollution
- Coastal dynamics and conservation
- Environmental and social safeguards

- Environmental science
- Gender
- Gender Based Violence
- Grievance redress, stakeholder engagement and public participation/social consultation
- Indigenous people
- Involuntary resettlement and social displacement
- Labor and human resources
- Land tenure and land rights
- Marine and aquatic life
- Project planning, development and management
- Public health
- Renewable energy
- Resource economics
- Sexual Exploitation, Abuse and Harassment
- Soil and geo chemistry
- Transportation, urban planning and development

8. 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;
- Support in meetings with complainants, stakeholders, CDB Operations staff and BMC officials; and
- Performance of additional tasks as may be assigned or delegated by the Head, ICA.

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.

9. Transcriptionists

Transcriptionists will be responsible for preparing written transcriptions of ICA recorded materials, evidence and other audio files from ICA investigations.

10. Translators

Translators will be responsible for translating ICA materials and evidence from French, Spanish or Portuguese to English.

11. General Administrative Support Professionals

General Administrative Support Professionals will be responsible for assisting the ICA office with its physical and electronic record-keeping and other administrative undertakings.