

REQUEST FOR PROPOSALS**GICHD ROSTER OF EXTERNAL INVESTIGATORS****FOR THE CONDUCT OF INDEPENDENT INVESTIGATIONS INTO REPORTED
BREACHES OF THE GICHD'S SAFEGUARDING ACCOUNTABILITY FRAMEWORK**

The GICHD is committed to creating an inclusive working environment, providing equal opportunities, and ensuring that no prospective consultant feels discriminated against on the basis of their origin, race, gender identity or expression, age, language, social position, way of life, religious, ideological or political convictions, disability status, sexual orientation, marital status, pregnancy, familial status, or nationality.

If you require the content of this request for offers in an alternative format, please contact consultants@gichd.org and we will do our best to arrange it for you.

Reference number: RFO/2022/JOA/01

Posting date: 9th August 2022

Deadline for submission of the Request for Proposals form: 11 September 2022, 00:00 Geneva Time. However, The GICHD will accept applications to the roster on a rolling basis.

Country of deployment: TBD

Currency: The quotation shall be presented in Swiss Francs (CHF)

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

I. Purpose

The purpose of this Call is to create a pre-qualified roster of external investigators that can be available on-call if/when needed on short notice to conduct independent investigations into suspected breaches of the GICHD Code of Conduct or Safeguarding policies. Investigators are required to be available for short-, medium- and long-term investigations and/or other assignments (such as expert advice) which will be conducted essentially from Geneva (Switzerland) or remotely. Due to GICHD's geographic scope of work the investigators should expect to travel to other countries if and as necessary.

II. Background

The GICHD is committed to ensuring a safe, respectful, and supportive environment to all the people it works for and with and to holding itself accountable to that commitment. To this end, the Centre has adopted a Safeguarding Accountability Framework, a set of standards, policies and procedures that are intended to foster a safe and respectful environment for everyone who comes into contact with the organisation.

The scope of safeguarding includes any violation of personal integrity, misconduct, abuse of power or influence over another person, ensuring that our programmes, operations, activities and staff do not harm and do not expose any individual to any kind of misconduct as defined in the Centre's framework.

The complaint handling principles of the Safeguarding Accountability Framework envisage that any safeguarding complaint that relates to suspected sexual harassment, psychological harassment, sexual exploitation, abuse, fraud, corruption, embezzlement, or nepotism, or when personnel in certain levels of functions are the subject of the complaint must be referred for investigation by a third party contracted by the GICHD.

Confidentiality, access, transparency, safety and security, non-retaliation as well as timely responses are paramount when dealing with reports of inappropriate behaviour and misconduct. Everybody involved in handling reports at any stage is obligated to sign and adhere to a Non-Disclosure Agreement (NDA).

The [CHS Alliance's 2015 Guidelines for Investigations](#) will be adhered to by the independent investigators mandated by the GICHD and specific attention will be given to key investigation principles such as respect, independence, confidentiality, thoroughness, timeliness, and professionalism.

III. General requirements for candidates

The candidates are required to demonstrate the minimum competences and qualifications set out in the CHS Alliance' 2015 Guidelines for Investigations.

Candidates are expected to be able to exercise sound judgment and exhibit skill, be trustworthy and personally accountable for the decisions they take throughout the investigation. Investigators must have extensive experience in interviewing and at least be trained in investigations of different forms of misconduct. Further, candidates must be able to work independently, having no material, personal or professional interest in the outcome of the complaint and no personal or professional connection with any witnesses (especially, but not limited to, the complainant and the subject of a complaint).

Required qualifications and competences:

- A qualification or certification from a recognized body of accreditation in the field of investigations is essential;
- Strong experience in all aspects of complaint management is essential;
- Demonstrable experience in the application of the CHS Alliance investigations guidelines is essential;

- Experience in the conduct of investigations related to breaches of organizational safeguarding policies and codes of conduct is essential;
- Experience conducting investigations with/for international and multi-cultural organization(s) is desirable;
- Knowledge of the Swiss legal system, especially of criminal law, labor law, and data protection law is desirable;
- Fluency in written and spoken English and/or French (both official languages of the GICHD); skills in additional languages are preferred;
- Ability to navigate multicultural, challenging and sensitive environments is essential;
- Ability to provide impartial substantiated recommendations and advice for each case;
- Capacity to work in different modalities (including online) and deliver in short time frames is essential.

IV. Contracting of services

The investigator will be mandated on an 'as needed' basis. As and when the GICHD requires the services of one or more investigator/s, a selection will be made from the pre-qualified roster of investigators, according to their experience or specialisation in specific fields of investigation, language abilities, availability, or other specific requirements. For every assignment, the GICHD will issue a detailed mandate, indicating the specific needs, deliverables, and timelines of the assignment.

V. Evaluation of proposals

The evaluation of proposals will consider both the substantive quality as well as the tariff model. The GICHD may request additional information from the applicants during the selection process and may request to receive references from other clients of the applicants. The consultants selected by the GICHD for the pre-qualified consultants' roster will be informed within two months after the submission deadline for proposals. .

VI. Proposal submission

The following should be included in the proposal:

- A description of how the consultant meets the general requirements outlined above.
- An overview of the typical methodology that would be used, based on past experience on similar assignments;
- CVs and certifications of the proposed consultants
- Examples of client references, if available
- Tariff model (Daily and hourly rate; other model of fees; retainer fees; other costs).

All questions for clarification and submission of proposals can be done through email: consultants@gichd.org.

The GICHD will accept applications to the roster on a rolling basis. However, the initial screening will take place from the 12th – 16th September 2022.