Call for tenders

Médecins Sans Frontières Suisse is looking for a

Pool of Investigators for ABU Consultant

Context

Médecins Sans Frontières (MSF) is an independent, international medical and humanitarian organization that provides care to people in need, people affected by natural or man-made disasters, and victims of armed conflict, without discrimination and without regard to race, religion, creed or political affiliation (MSF Charter).

The MSF movement is structured around 6 operational centers supported by 24 partner sections and offices worldwide. The MSF operational center in Geneva is one of these centers. Together with regional entities (hubs), it coordinates medico-operations in more than 25 countries worldwide in 60 medical projects with more than 8000 employees (segmented into 550 international positions, 5500 national positions & 2000 staff under refugee status or under incentive status).

GENERAL OBJECTIVE OF THE INVESTIGATOR:

The main role of the investigator is to give an investigative support in a pre-investigation and complaint assessment. The investigator will assist the Abuse and Behaviour Unit (ABU) and the Response Committee for Abuse and Behaviour (CRAC) in conducting investigations of allegations involving fraud, corruption and all forms of abuses in particular Sexual abuse, exploitation and harassment (SEAH) and inappropriate behaviours. MSF aims to work in an environment free from abuse and inappropriate behaviour. Situations of abuse or inappropriate behaviour who are reported to Abuse and Behaviour Unit (ABU) are managed confidentially and following a formal process.

This position will play a key role in meeting these challenges by furthering the critical mission of ABU: to safeguard our employees, beneficiaries, staffs and resources from misconduct and abuse in complex and high-risk operating environment through investigating allegations.

PLACE IN THE ORGANIZATION:

ABU is part from the General Direction in charge of prevention, detection, and management of cases of abuse and inappropriate behaviours in OCG missions. The CRAC which members are MSF employees is in charge of qualifying and making recommendations to the Decision-Making Authority (DMA). ABU is led by a coordinator who manages prevention managers and the investigation manager. The Investigators work under the supervision of the investigation manager.

As we are launching a new platform to report and manage the cases (Integrity Platform), we are expecting for an increase of the number of cases. We aim to create a pool of investigators by offering a contract of consultant (30%) to the first 3 selected candidates. The remaining candidates will stay on call. The selection will be done based on predefined criteria and a test.

KEY RESPONSABILITIES:

- Undertake investigations about alleged abuses and inappropriate behaviors defined in the MSF Typology, with objectivity, impartiality, and fairness throughout the investigative process and in accordance with generally recognized international investigative standards and MSF guidelines;
The Investigator’s responsibilities lie in:

- Provide interview minutes in English/French (including intake/evaluation interview)
  - Provide a written analysis/assessment of the initial complaint
  - Provide an investigation plan
  - Present reports to the CRAC who will decide on the case management
- Provide a final report, with conclusions, qualifications and recommendations to the CRAC
- Give regular updates about the ongoing investigation to the Investigation Manager and work in collaboration with other investigators when it is appropriated;
- Respect all principles of case management, including confidentiality principle and due diligence;
- The consultant will respect the terms of his/her contract with MSF and give regular updates about his/her hours of work (Timesheet) and present invoices at the end of the investigation.

CANDIDATE’S PROFIL:

- Bachelor/Master level degree or equivalent in a relevant field (e.g. Human Rights, Human Resources, Health and Development studies, law etc.).
- Certifying training as an investigator, an advantage (CFE/CFF/CPA/CA/CCEP/CHS Alliance)
- 3+ years of international investigations experience;
- Experience in non-profit Organizations, NGO or grant-supported organizations, regional and international organizations, or the inspector general function within a large government organization a plus;
- Experience conducting all forms of abuse, including Fraud, Abuse of power and sexual exploitation, abuse and harassment (SEAH) and inappropriate behaviours;
- Experience of investigations in challenging environments, and preferably in locations where MSF operates;
- Experience working with investigation teams in remote locations;
- Experience examining forensic, financial and electronic evidence;
- Extensive experience conducting interviews of witnesses and subjects in multicultural environments;
- Experience with exposure to highly sensitive information, and ability to maintain confidentiality, including legal and financial information;
- Ability to remain respectful, empathetic, and diplomatic in the face of difficult and uncomfortable situations and conversations surrounding reviews and assessments;
- Proven ability to interact respectfully with people from diverse backgrounds and cultures and communicate effectively across multiple levels in a complex global organization;
- Ability to travel to insecure environments is required.

DEMONSTRATED SKILLS AND COMPETENCIES:

- Fluency in English and French. Other MSF mission languages are an asset (Arabic, Armenian, Burmese, Farsi, German, Greek, Italian, Polish, Portuguese, Russian, Spanish, Turkish, Ukrainian).
- Sexual Exploitation and Abuse investigations and interviewing experience preferred (Fraud Investigation Principles and Techniques, an asset);
- Excellent judgment, Honesty and Integrity in the highest degree;
- Interviewing skills and the ability to interview both witnesses and parties;
- Experience with computer (MS Office Word, Excel, PowerPoint);
- Ability to communicate clearly and effectively, orally and in writing, including the preparation of clear and concise reports;
- Demonstrated ability to build relationships and work successfully with internal functional units and operations;
- The Consultant acknowledges and accepts that MSF is an international medical humanitarian organisation which is bound to respect the principles included in its Charter, including universal medical ethics, neutrality, impartiality and independence as defined under international humanitarian law;
- Excellent verbal communication skills, including the ability to deliver training on sensitive topics;
- Flexibility, stress management, Results and quality orientation, Active listening;
- Excellent team spirit.
SELECTION CRITERIA:
We aim to find an inclusive balance of gender, professional background, origin, sexual orientation, age, experience, and MSF representativity.

CONDITIONS:
• 3 contracts of consultant position: between 50% - 30% and a pool on call and receiving a contract for a mission;
• Remote position but possibility to travel in some cases;
• The consultant shall obtain and maintain at his own cost and expense all equipment he needs;
• The Consultant is responsible for securing his own office space for the duration of this contract;
• Starting date: January 2023
• For a period of minimum three months;
• The Consultant will receive from MSF payment for satisfactory completion of the Services, of an amount between 650.-CHF and 700.-CHF (depending on location) per working day up to a minimum amount of 10 working days per month.

How to apply:
Interested candidates should forward their complete application to Admin.Abus@geneva.msf.org before January 8th 2023 in English or French (5MB max). Only short-listed candidates will be contacted

- CV (maximum 2 pages)
- Cover letter (maximum 1 page)

Deadline for sending offers is January 8th, 2023.

Selection will be treated confidentially.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas and experiences work together for the social mission of MSF to create better outcomes for our patients and the communities we work with.
We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, background, religions, beliefs, ability status, and all other diversity characteristics. MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.