

**1. Name of Advert:**

EXPRESSION OF INTEREST: SERVICE PROVIDERS TO BECOME PART OF A POOL OF COMPLIANT PROFESSIONALS TO RENDER INVESTIGATIVE SERVICES TO ACTIONAID INTERNATIONAL ON AN AD-HOC BASIS, WHERE AND WHEN THE NEED ARISES

**2. Background:**

Through its Whistleblowing Policy, ActionAid International maintains a whistleblowing system which is aimed at reinforcing the organisation's commitment to conducting its business with honesty and integrity and to comply with its policies, values, attitudes and behaviours. The system provides a channel for reporting of suspected wrongdoing as quickly as possible, in the knowledge that concerns will be taken seriously and investigated appropriately and, in a way, which ensures that those who raise genuine concerns can do so without fear of reprisals.

Through the Global SHEA and Safeguarding Policies, ActionAid International outlines the organisation's commitment to preventing any form of sexual harassment, exploitation and abuse (and harm towards children and adults at risk) and to responding to any concerns raised. The Global SHEA and Safeguarding Team oversees the management of SHEA and Safeguarding concerns across the Federation and works closely with AA entities to address concerns. Most SHEA and Safeguarding concerns are investigated internally, with the support of staff in AA entities and members of a trained SHEA and Safeguarding Investigator Network.

**3. Purpose of the consultancy:**

All projects must be conducted and carried out in line with the agreed engagement Letter and include the following:

- ✓ Detailed planning.
- ✓ Execution of investigation.
- ✓ Supervision of staff (where required).
- ✓ Project status update meetings with appointed ActionAid International representatives.
- ✓ Review of working papers.
- ✓ Report on findings, internal control weaknesses identified and possible improvements to internal control systems.
- ✓ Signed confessions/statements (where required).
- ✓ Presentation of reports to ActionAid International representatives.
- ✓ It will be non-negotiable requirement for the selected service providers to sign a non-disclosure agreement for privacy of investigation matters.

**4. Advertising date and closing date:**

Advertise on 2021/11/18 and close on 2021/12/20 at 16:00 GMT.

**5. Contact details:**

The full Terms of Reference can be obtained from Chris Homann by requesting it in writing via email at [chris.homann@actionaid.org](mailto:chris.homann@actionaid.org)