

TO: Ms. Fatoumata Ndiaye, Director
A: Internal Audit Division, Office of Internal Oversight Services

DATE: 6 June 2012

THROUGH: Neeta Tolani, Director *HTolani*
S/C DE: Office of the Under-Secretary-General for Management
FROM: *Mario E. Baez* Mario E. Baez, Chief, Policy and Oversight Coordination Service
DE: Office of the Under-Secretary-General for Management

SUBJECT: **AH2011/512/05 – Audit of the use of consultants at United Nations Headquarters**
OBJET:

1. Reference is made to the draft report on the Audit of the use of consultants at United Nations Headquarters, AH2011/512/05.
2. Attached is Annex 1 which provides the information you requested by way of memorandum dated 29 May 2012 regarding the implementation of recommendation 1.
3. Thank you for the opportunity to comment on the draft report.

*12-01245
6 June 2012*

AUDIT RECOMMENDATIONS

Audit of the use of consultants at United Nations Headquarters

Rec. no.	Recommendation	Critical ¹ / important ²	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1	OHRM should develop an action plan for monitoring the implementation by processing offices of the requirements in the new administrative instruction on consultants and individual contractors, including advertisement in INSPIRA, establishment of rosters, verification of credentials, limitation of contract duration to 24 months in a 36-month period, mandatory break in service for 6 months, and performance evaluation.	Important	Yes	Chief, HR/ISS/OHRM/DM	Pilot by 30 September 2012	"OHRM has been in the process of creating the functionality within Inspira to advertise consultancy vacancies. Significant progress has been made and it will be tested on a pilot basis with three Nairobi-based offices (UNON, UNEP and UNHabitat) during the third quarter of 2012. During the hiring process of consultants both Programme Managers and Authorizing Officers will have sufficient information in Inspira to verify the credentials candidates as well as have access to information on current and past engagements, including duration of service, and evaluations of performance. Finally, the tool will include a functionality to both establish and use global rosters of consultants in Inspira."

¹ Critical recommendations address significant and/or pervasive deficiency or weakness in governance, risk management or internal control processes, such that reasonable assurance cannot be provided regarding the achievement of control and/or business objectives under review.

² Important recommendations address important deficiencies or weaknesses in governance, risk management or internal control processes, such that reasonable assurance may be at risk regarding the achievement of control and/or business objectives under review.