

# World Bank Group Integrity Vice Presidency Internship Program

## Terms of Reference

### The World Bank Group and INT

The World Bank Group (WBG) consists of five organizations, with 189 member countries, more than 10,000 employees, and over 120 offices around the world. Our mission is to eradicate extreme poverty by 2030 and boost shared prosperity for the bottom 40 percent of the population in all developing countries.

As part of the WBG, the Integrity Vice Presidency (INT) shares this development mission. INT's role within the WBG is to help detect, prevent, and deter fraud and corruption in the use of the WBG's financial resources. By doing this, INT helps to ensure that WBG funds are used for their intended purposes and benefit the poor people that they are meant to reach.

INT detects, prevents, and deters fraud and corruption in WBG-supported activities by:

- investigating allegations of fraud, corruption, collusion, coercion, or obstruction (the WBG's five sanctionable practices) in WBG-financed activities;
- seeking WBG sanctions against companies and individuals that have engaged in sanctionable practices;
- using INT's information to help the WBG design and implement activities in ways that minimize fraud and corruption risks;
- working with WBG colleagues to prevent fraud and corruption in WBG-supported activities by drawing lessons from INT's findings, developing effective risk identification and management tools, preparing remedial recommendations, and identifying risks to new, proposed activities;
- conducting fiduciary reviews of WBG-supported activities, using forensic methods to detect and address indicators of fraud or corruption; and
- working with sanctioned entities, through the Integrity Compliance Office, to support and monitor their internal compliance program reform efforts.

INT also works with WBG client countries to fight fraud and corruption by:

- referring its investigative findings to national authorities for follow-up action;
- supporting national counterparts in their prevention and integrity risk mitigation efforts;
- helping to build client country capacity in preventive and forensic techniques; and
- collaborating in multilateral efforts to combat fraud and corruption in development activities.

INT further enforces the highest standards of professional integrity and ethical behavior among WBG staff and corporate vendors by:

- investigating allegations of staff misconduct involving significant fraud and corruption;
- investigating corporate vendors alleged to have engaged in sanctionable practices; and
- mining the lessons from those investigations to develop training and outreach programs, and strengthen the WBG's internal controls

## Interns' Responsibilities

Interns work alongside INT staff on all aspects of their work. INT does not set aside projects for Interns; they are full members of the INT team. As a result, Interns' specific responsibilities vary depending upon the INT unit with which they are working. Interns may work in one or more of INT's business lines and their constituent units.

INT's **Investigations and Forensic Audits Unit (INTIF)** professionally identifies, investigates, litigates, and resolves cases of fraud, corruption, collusion, coercion, and obstruction in WBG-supported activities and by corporate vendors, as well as allegations of staff fraud and corruption. INT's investigative teams conduct inquiries worldwide, and utilize analysis, forensic accounting, documentary review, and interview techniques to uncover wrongdoing.

Interns working with the **External Investigations Unit** will assist with all aspects of investigative case work, including: reviewing and analyzing complaints and allegations; developing investigative strategies; analyzing collected evidence; assisting in the preparation of fact memos, records of interview, and Show Cause Letters to investigative subjects; and drafting Final Investigation Reports for the WBG President.

Interns working with the **Litigation Unit** will, among other tasks, assist with the preparation of sanctions case pleadings; prepare background and briefing materials for settlement negotiations with subjects and their counsel; conduct legal research; draft referrals of INT's investigative findings to World Bank member country governments; and partner with INT Litigators to aid on specific cases.

Interns working with the **Digital Forensics Lab** will, among other tasks, assist with the processing of electronic evidence; assist with the operating and maintaining software (i.e., EnCase, Intella, Axiom, Cellebrite) and hardware tools (e.g., Forensic Recovery of Evidence Devices); and assist INT staff in identifying, collecting, acquiring and analyzing digital evidence relevant to the investigation (e.g., computers, mobile devices, external storage media, network servers, cloud storage, etc.).

Interns working with the **Data Team** will, among other tasks, assist with data entry; produce supporting materials, such as Quick Reference Guides, for applications developed and used in INT; and assist with developing a Glossary of Terms in Collibra, the Bank's Enterprise Data Governance tool.

The **Internal Investigations Unit (IIU)** is responsible for investigating allegations of misconduct involving WBG staff relating to misuse of WBG funds or other public funds, or abuse of position for personal gain of oneself or another, fraud, corruption, collusion, coercion, attendant conflicts of interest, and lesser related acts of misconduct occurring in WBG-financed operations or in the administration of WBG business. The IIU also handles allegations against corporate vendors relating to five sanctionable practices: fraud, corruption, collusion, coercion and obstruction in support of the WBG's corporate vendor eligibility determinations.

Interns working with IIU will assist with all aspects of investigative case work, including: reviewing and analyzing complaints and allegations; developing investigative strategies; analyzing collected evidence; assisting in the preparation of investigative plans, preliminary inquiry reports, letters of suspension, case closing memos, and final investigative reports; identifying potential witnesses, preparing interview plans, and reviewing interview transcripts; editing and cite-checking work products with attention to detail; continually and comprehensively managing case files and updating case-related records in the INT database and corresponding hard files in a timely and thorough matter. In addition, Interns may be asked to conduct a variety of research into WBG policies and procedures, as well as those of

other organizations, and conduct research into related legal matters affecting the IIU's work.

The **Integrity Compliance Office (ICO)** is responsible for working with sanctioned entities on their integrity compliance enhancement efforts. The ICO provides support to sanctioned entities and decides whether the compliance conditions for their release from WBG sanction, and/or other conditions imposed for such release, have been satisfied. Interns working with the ICO will assist ICO staff in reviewing corporate integrity compliance programs submitted to the ICO; analyzing firms' policies and procedures in light of the WBG Integrity Compliance Guidelines; suggesting modifications and reforms to integrity compliance programs under review; discussing such programs with sanctioned entities regarding such programs; and drafting/editing documents relevant to the ICO's work, including providing oral and written reports on assigned research and analysis projects.

The **Preventive Risk and Knowledge Management Unit (PRKM)** advises on integrity risk mitigation strategies and tools to support Bank-financed projects using lessons learned from INT's investigative and diagnostic work, assists regional operations comply with integrity related corporate directives, conducts integrity risk reviews of portfolios, and supports preparation of customized prevention programs for high-risk countries or sectors, on request. Interns working with PRKM will assist with tasks associated with some of the key core deliverables such as Integrity Disclosures; Advisory Work; Analytical Products; Learning and Capacity Building; and Corporate Initiatives.

### **Additional Information**

INT is a diverse environment. Staff members represent the major legal systems of the world. Interns are expected to participate in open debates between the representatives of different legal systems and contribute to solutions that take the Bank's international legal framework into account.

This Internship will occur during the Fall, Spring, or Summer. Specific start and end dates are negotiable.

This Internship is unpaid and is conditioned upon your receipt of funding from another source and in an amount acceptable to the World Bank. The World Bank will not be paying for your health care, travel, visa, or other benefits. There is no assistance provided by the World Bank in obtaining housing; housing may be found using other resources for students working in Washington, DC.

### **Application Process**

In order to begin the process, please submit a letter of interest to INT's Core Services office (via email: [int\\_coreservices@worldbankgroup.org](mailto:int_coreservices@worldbankgroup.org)) with a copy of your resume and a writing sample. Applications will be reviewed, and candidates contacted directly.