

TERMS OF REFERENCE

1. ASSIGNMENT INFORMATION

Assignment Title:	Technical Support to the Cambodian Government and Partners on Anti-Human Trafficking and National Referral Mechanism for Victim of Human Trafficking
Cluster/Project:	United Nations Action for Cooperation Against Trafficking in Persons (UN-ACT)
Assignment Location:	Phnom Penh and possible travel outside the assignment location
Contract Duration:	Up to 60 days

2. BACKGROUND

The United Nations Action for Cooperation against Trafficking in Persons (UN-ACT) is a regional, UNDP-managed project on human trafficking in Southeast Asia, supporting a more coordinated response to trafficking in persons and prioritizing capacity building amongst key stakeholders. UN-ACT is Secretariat to the sub-regional inter-governmental Co-ordinated Mekong Ministerial Initiative against Trafficking in Persons (COMMIT) Process, supporting the six governments of the Mekong Sub-region in collaboration against trafficking in persons.

The Consultant for the UN Action for Cooperation against Trafficking in Persons (UN-ACT) will report to the Regional Project Manager (RPM) at the Regional Management Office (RMO) located in Bangkok. The consultant will support the government and other stakeholders in implementing and coordinating counter-trafficking initiatives within Cambodia, and with other partners in the region.

The objectives of this assignment are to:

- *Manage and coordinate UN-ACT project's implementation in Cambodia, particularly the development of the National Referral Mechanism;*
- *Provide technical expertise to the government in the implementation of the Sub-Regional Plan of Action IV (SPA IV) and Cambodia's National Plan of Action;*
- *Maintain/strengthen the relations and networks with key stakeholder groups in combating human trafficking.*
- *Support UN-ACT Regional Management Office in exploring potential for UNDP's broader Migration and Displacement work in Cambodia*

3. SCOPE OF WORK

The Consultant will support:

- Provide technical support to the National COMMIT Taskforce and partners
- Development and implementation of referral mechanism
- Support development of UNDP's work on migration and displacement
- Carry out related tasks upon request and discussion

The Consultant will work under the direct supervision of the Regional Project Manager (RPM). S/he will also collaboratively work with the Regional Management Office (RMO) in performing s/he duties.

The tasks of the consultant will be to support the following activities planned under UN-ACT Cambodia's workplan:

- Provide technical support to the National COMMIT Task Force and partners for implementation of activities, including support to/participation in relevant meetings;
- Implement activities on national referral mechanisms (NRM);

4. EXPECTED OUTPUTS/DELIVERABLES

The consultant is expected to deliver the following outputs;

No.	Deliverables/Outputs	Estimated Duration to Complete (Total days)	Target Due Dates	Review/ Approvals Required
1	Technical support to COMMIT <i>(draft national COMMIT and SOM agendas; approved by the government)</i>	10 days	30 January	UN-ACT Regional Manager
2	Advocacy for government budget allocation (Produce Cambodia policy brief based on regional office template; meetings held and minutes from the meetings noting discussions held on advocating for government budget allocation on NRM)	20 days	28 Feb	UN-ACT Regional Manager
3	NRM structure developed: Standard Operating Procedures (manual) for referrals and service provisions among relevant institutions/organizations <i>(draft version prepared)</i>	20 days	30 March	UN-ACT Regional Manager
4	Support to development of migration and displacement initiative	10 days	10 April	UN-ACT Regional Manager
Total # of Days:		60 days		

5. INSTITUTIONAL ARRANGEMENTS

The consultant will be working from home and also work with the relevant institutions to achieve the outputs.

6. DURATION OF WORK

The assignment will take place between January 2019 to April 2019.

7. DUTY STATION

The assignment is predominantly Phnom Penh based, but may involve visits to other areas of Cambodia and travel outside Cambodia. If s/he is required to travel outside the duty station, UN-ACT will cover the cost based on the UN's rules and policies.

8. QUALIFICATIONS AND EXPERIENCE

Education:	At least Master degree in social work or relevant social science (a combination of a Bachelor's degree with an additional three years of relevant work experience may be accepted in lieu of the Master's degree.)
Experience:	<ul style="list-style-type: none">• At least 7 years of professional working experience in development projects with UN system and/or NGOs;• At least 3 years of professional experience in the field of human trafficking/migration/exploitation;• Experience in victim protection is desirable;• Literacy in Window-based computer applications;• Knowledge of gender and human-rights issues an advantage.
Competencies:	<ul style="list-style-type: none">• Have knowledge of anti-human trafficking, particularly victim support/services and referral;• Knowledge of advocacy;• Strong written and verbal presentational skills.
Language Requirements:	Excellent command of written and spoken English and Khmer

9. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to UN-ACT Regional Project Manager

10. REVIEW TIME REQUIRED

1 week

11. PAYMENT TERMS

- Payment will be made based on the number of working days performed by consultant up to 60 working days to complete this assignment. The consultant requires to submit timesheet to the UN-ACT Regional Project Manager for review and approval.