

TERMS OF REFERENCE

FOR INTERNATIONAL INDIVIDUAL CONTRACT

POSITION TITLE: International Consultant - Counter-trafficking Coordination and Monitoring

AGENCY/PROJECT NAME: United Nations Development Programme (UNDP)

COUNTRY OF ASSIGNMENT: Home-based, with travel to Greater Mekong Subregion countries, as required.#

DURATION: 150 working days intermittently from 1st January 2021 to 25th December 2021

1) GENERAL BACKGROUND

There are an estimated 32 million fishers in Asia.¹ Fishing sector in Thailand, China, Japan, and the Republic of Korea relies on migrant workers from Cambodia, Myanmar, Indonesia, the Philippines, and Viet Nam. In 2017, the Thai fishing and seafood processing sectors together employed more than 600,000 workers, of whom 302,000 were registered migrant workers primarily from Myanmar and Cambodia. Within this context labour exploitation and human trafficking – particularly affecting vulnerable migrants – are prevalent. While efforts to address such exploitation within these sectors have developed over recent years, there still exist gaps in frameworks for ensuring the the enforcement of labour standards and proper mechanisms for the identification, referral, and (re)integration of victims of forced labour and human trafficking.

To address these gaps UNDP will partner with ILO and IOM on an EU-funded regional programme on labour migration in the fishing sector. As part of this partnership, UNDP – with long-established relationship with regional stakeholders – through the UN-Action for Cooperation against Trafficking project – will support further development of the transnational referral mechanism under the Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) Process for victims of trafficking for forced labour and vulnerable migrants, including strengthening standard operating procedures and capacity building, and in coordination with existing national coordination mechanisms, and exchange good practices and lessons learnt in the region.

2) OBJECTIVES OF THE ASSIGNMENT

The Counter-trafficking Coordination Consultant will support regional implementation of UNDP's commitments support further development of the transnational referral mechanism under the Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) Process for victims of trafficking for forced labour and vulnerable migrants, including strengthening standard operating procedures and capacity building, and in coordination with existing national coordination mechanisms, and exchange good practices and lessons learnt in the region under the joint ILO-UNDP-IOM project.

3) SCOPE OF WORK

The Counter-trafficking Coordination Consultant is expected to provide coordination and technical support to counter-trafficking stakeholders involved in the Greater Mekong Subregion, towards developing the Transnational Referral Mechanism. This will include; establishing a baseline on extant regional and bilateral referral mechanisms and their use, producing of an options paper outlining potential modes for the cohesion and strengthening of these processes in consultation with key stakeholders, supporting the organisation of the Inter-Ministerial Meeting of the COMMIT Process – at which the Transnational Referral Mechanism options will be reviewed, and reporting on the Inter-Ministerial Meeting. Aside from this, the consultant will administer project Monitoring, Evaluation and Learning.

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4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration

150 days intermittently from 1st January 2021 to 25th December 2021. UNDP will require up to 10 working days to review deliverables and certify approval of outputs.

Duty Station

Home-based, with travel to Greater Mekong Subregion countries (Thailand, Cambodia, Myanmar- TBC), as required.

5) EXPECTED DELIVERABLES

| Deliverables/ Outputs | Estimated Duration | Target Due Dates | Review and Approvals Required |
|--|-------------------------|-------------------|--|
| Baseline on COMMIT (Trans)National Referral Mechanisms | 20 working days | 31 March 2021 | Regional Advisor on Recovery, Livelihoods & Human Mobility |
| Options Paper on (Trans)National Referral Mechanism Developed | 30 working days | 30 June 2021 | |
| Collate good practices and lessons learned from the COMMIT process - TRM | 30 working days | 15 August 2021 | |
| Full materials for the COMMIT Inter-Ministerial Meeting developed | 30 working days | 31 September 2021 | |
| Regional Task Force Meeting of the COMMIT convened | 10 working days | 30 November 2021 | |
| Inter-Ministerial Meeting of the COMMIT Process convened | 20 working days | 30 November 2021 | |
| Report on the Inter-Ministerial Meeting of the COMMIT Process | 10 working days | 24 December 2021 | |
| Total duration: | 150 working days | | |

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The contractor will work under the day-to-day supervision of the Regional Advisor on Recovery, Livelihoods & Human Mobility.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- At least Master's Degree in international relations, social sciences, development, or relevant studies. Focused studies in migration, trafficking and/ or displacement will be advantage.

Experience:

- At least 3 years' experience working on transnational security and development issues,
- Minimum 2 years' of which on human trafficking and related issues, particularly in the areas of victim identification, referral mechanisms.
- Experience in developing and implementing monitoring and evaluation systems.
- Experience working with governments and civil society in the Greater Mekong Sub-region.
- Demonstrated understanding or Sound knowledge of the political, economic, social and development situation in the Greater Mekong Sub-region.
- Strong ability to communicate technical concepts into simple language.
- Experience in developing multi-media training materials.
- Excellent writing skills.

Language:

- Fluency in written and spoken English

Competencies :

Core Competencies:

- Innovation: Ability to make new and useful ideas work;
- Leadership: Ability to persuade others to follow;
- People Management: Ability to improve performance and satisfaction;
- Communication: Ability to listen, adapt, persuade and transform;
- Delivery: Ability to get things done while exercising good judgement;
- Initiative: Displays initiative, sets challenging outputs for her/himself and willingly accepts new work assignments.

Functional/Technical Competencies:

- Ability to perform tasks in timely manner and under pressure, to tight deadlines;
- Ability to communicate verbally and in writing with a wide range of partners persuasively and collaboratively;
- Ability to work independently and as part of a team seamlessly using a range of modern means of communication as required;
- Proficiency and experience with Microsoft Office software and applications.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 10 working days following receipt of the deliverables.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a deliverable basis, upon verification of completion of deliverables and approval by the supervisor.

In the event of travel as part of this TOR, UNDP shall arrange the mission travel in compliance with the UNDP Duty Travel policy. Payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

Schedule of Payments

Payment will be made monthly based on the actual days work for the month upon certification of the assigned supervisor.

10) RECOMMENDED PRESENTATION OF OFFER

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application system only allows to upload maximum one document:

- Letter of Confirmation of Interest and Availability with financial Proposal using the template provided in Annex III.
- Personal CV and **P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

- Portfolio or sample of work related to migration, displacement, and human trafficking.

11) CRITERIA FOR SELECTION OF THE BEST OFFER

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Evaluation – 70%

| Evaluation criteria | | Maximum points |
|---------------------|--|----------------|
| Criteria 1 | Relevance of education | 10 |
| Criteria 2 | Experience working on transnational security and development issues. | 20 |
| Criteria 3 | Technical expertise in victim identification and (trans)national referral mechanisms. | 20 |
| Criteria 4 | Experience in monitoring and evaluation of counter-trafficking initiatives. | 20 |
| Criteria 5 | Demonstrated understanding the political, economic, social and development situation in the Greater Mekong Sub-region. | 15 |
| Criteria 6 | Proven ability to work with government, UN and civil society counterparts. | 15 |
| Total points: | | 100 |

****Only candidates obtaining a minimum of 70% marks in the Technical evaluation would be considered for Financial evaluation.**

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.