

Terms of Reference

National or International consultant: National Consultant

Description of the assignment (Title of consultancy): Consultant (Trafficking in Persons)

Project Title: Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan

Period of assignment/services: 25 days in a period of 3 months

1. Background / Project Description

UNODC is the guardian of the *United Nations Convention against Transnational Organized Crime* (UNTOC) and its supplementing *Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children* (TIP Protocol). UNODC is mandated to provide support to Member States to strengthen their capacity to prevent and address trafficking in persons, to protect trafficking victims and to uphold their rights. UNODC also assists States in identifying gaps in their response and increasing the coordination of the relevant stakeholders to investigate and prosecute trafficking in persons cases, while ensuring due support and assistance is provided to victims.

UNODC is implementing a project on "Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan" as part of its Global Programme against Trafficking in Persons (GLOT59). The project is implemented in Jordan and Lebanon, in partnership with UNODC's Regional Office for Middle East and North Africa (ROMENA). It seeks to support relevant authorities and victim service providers at the national and local level in Jordan and Lebanon to identify victims and strengthen coordination in order to enhance the criminal justice response to cases of trafficking in persons.

Under this project, in partnership with Caritas and in coordination with the Ministry of Justice and the Internal Security Forces, UNODC will organize four training workshops in Lebanon, in the Bekaa Valley and the North of Lebanon bringing together relevant actors, such as law enforcement agencies, humanitarian actors and service providers at refugee "settlements" and communities with the highest concentrations of refugees. The goal of these workshops will be to facilitate the use of mechanisms and procedures to refer victims of trafficking to support and care and ensure that professionals offering humanitarian relief are "linked" to law enforcement officers and other officials of the criminal justice response.

UNODC has produced some training materials for the workshops, but the implementation of the project had to be put on hold in March 2020 because of the measures taken to contain the outbreak of the COVID-19

pandemic and related restrictions of travel. Implementation was further delayed as a result of the impact of the blast in the Port of Beirut in August 2020.

The main purpose of this assignment is to resume and complete the preparation and delivery of the four training workshops, as well as to work on the content and agenda already developed by UNODC to finalize the materials that will be used for the training workshops. In addition to that, based on the information collected during these workshops, the consultant will review and propose amendments, as required, to the Standard Operating Procedures (SOPs) for the referral and protection of survivors of Sexual and Gender-Based Violence, prepared by Caritas, and to the SOPs for the identification and referral of trafficking victims, prepared by IOM, so as to ensure that they cover identification and referral of trafficking victims among refugee populations at the local level, and integrate up-to-date information on the situation and trends of Trafficking in persons in the country.

2. Scope of work, responsibilities and description of the proposed analytical work

The incumbent is expected to achieve smooth implementation of the tasks assigned and in particular the following deliverables:

- A) Four training workshops on identification and referral of victims of trafficking among refugee populations for stakeholders in the Bekaa valley and the North of Lebanon successfully conducted, and workshop reports produced.
- B) Review the SOPs on the treatment of Sexual and Gender-based Violence Survivors prepared by Caritas, and to the SOPs for the identification and referral of trafficking victims, prepared by IOM

The consultant will perform the following main tasks:

- A) **Workshops Preparation**
Liaise with Lebanon counterparts and other relevant agencies (IOM, UNHCR etc) and agree on the modalities of delivery of the multidisciplinary workshops and the participants; participate in a 1-day online preparatory / briefing session with the UNODC Project team and/or experts designated by UNODC to be acquainted with the work already accomplished and materials developed in view of the delivery of the multidisciplinary workshops (1 working day); complete and finalize the training materials to be used for the delivery of the activities in Lebanon (4 working days)
- B) **Workshop Delivery**
Deliver as lead trainer in coordination with other resource persons four (4) **three (3)--day workshops on identification and referral of victims of human trafficking** for relevant actors interacting with populations of refugees in Lebanon, two for practitioners/professionals from the District of Akkar and one for practitioners/professionals from the Bekaa Valley (15 working days)
- C) **Updating of SOPs and situation analysis**
On the basis of the information collected when performing the previous task, review and propose amendments as required to the SOPs on the treatment of Sexual and Gender-based Violence Survivors and referral and protection of victims of trafficking (5 working days). In addition, a situation analysis will be developed in the lights of the current trends related to SoM and TIP.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Workshop preparation	5 working days	15 days from contract signature	Anna Tsitsina
Workshops Delivery	15 working days	2 months from contract signature	Anna Tsitsina
Amendments to the SOPs	5 working days	3 months from contract signature	Anna Tsitsina

4. Institutional arrangements

The incumbent will perform the assigned tasks under the direct supervision of the UNODC Country Programme Manager in Lebanon and under the overall guidance of the Coordinator of UNODC's Regional Programme against Trafficking in Persons and the Smuggling of Migrants, in close cooperation with the Team Leader of the Technical Cooperation Team of the Human Trafficking and Migrant Smuggling Section (HTMSS) of UNODC or any other delegated HTMSS staff.

The incumbent will prepare and submit one workshop report for each training workshop presenting the outcomes and conclusions of each activity, and one report with the proposed amendments to the SOPs as well as the situation analysis

The UNODC Programme Office in Lebanon will provide logistical support for the organization of the two multidisciplinary workshops and will arrange for the procurement of the venue, catering, equipment, or other services required for the smooth organization of the events.

5. Duration of work

The duration of the contract is 25 working days, over the span of three months. The expected date of full completion is 30 March 2021. The 1-day long online preparatory / briefing session with the UNODC Project

team is expected to take place in November/ December 2020. The Multidisciplinary workshops are tentatively planned for January– February 2021, subject to approval by the Lebanese counterparts.

UN/UNODC/UNDP will not be held liable for any damage, loss or claim due to medical conditions, including COVID-19, when completing the work in the ToR and that the consultant is adequately covered under a health insurance scheme.

The financial proposal must include applicants' agreement to this clause and include it under her/his financial offer.

Selected candidate is required to submit a certificate/medical insurance policy as proof of medical insurance coverage during the contact period.

6. Duty station

The individual contractor will be home-based. Duty travel will be undertaken, to locations that will be determined in consultation with the Lebanese authorities. The incumbent will be part of the POLBN team and will fully coordinate and cooperate with and keep the POLBN Head of Office fully informed of all plans and activities. UNODC office when possible, will facilitate the transportation to training premises in the North of Lebanon and to the Bekaa.

7. Requirements for experience and qualifications

I. Academic Qualifications:

- A first level university degree in law, social science, political science, human rights, international relations, or criminology.
- Master's degree in law, social science, political science, human rights, international relations, or criminology.

II. Years of experience:

- Minimum of 5 years of experience in the field of social science, human rights and/or rule of law;
- Experience working on issues related to trafficking in persons;
- Previous experience in organizing trainings, including supporting the development of training material on combatting trafficking in persons or other serious crimes.

IIV. Competencies:

- Professionalism: demonstrated understanding of operations relevant to the UN; technical capabilities or knowledge relevant or transferrable to the UN procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- Integrity: demonstrate the values and ethical standards of the UN in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN mission and vision, as well as to the UN Core Values.

Language skills: Excellent written and oral English and Arabic languages.

8. Scope of Price Proposal and Schedule of Payments

Lump Sum Amount:

- i) The lump sum amount is "all-inclusive";

ii) The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:

- 20% of the lump sum will be paid after the successful delivery of the first multidisciplinary workshop
- 60% of the lump sum will be paid after the successful delivery of the third multidisciplinary workshop
- 20% of the lump sum will be paid after the submission of the proposed amendments to the SOP that are under consideration by the Lebanese authorities.