

TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POSITION TITLE: COMMIT Transnational Referral Processes (TRM) International Consultant.
(for the Development of the TRM for victims of trafficking and exploited migrants in the Greater Mekong Subregion)

AGENCY/PROJECT NAME: United Nations Development Programme Inclusion for Development Programme/ILO-IOM-UNDP Ship to Shore Rights SEA

COUNTRY OF ASSIGNMENT: Home-based

Duration: May to 31 Jan 2022

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, Thailand, 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 Thailand 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 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. To strengthen policy and practice, UNDP – positioned as it is with long-established relationship with regional stakeholders – will support further development of the transnational referral mechanism through the Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) Process for victims of trafficking/forced labour and vulnerable migrants.

This specific initiative falls under UNDP Bangkok Regional Hub Human Mobility Team’s work strengthening multi-stakeholder responses to ensure that the opportunities of migration for driving development are harnessed and the challenges of forced migration/displacement addressed.

2) OBJECTIVES OF THE ASSIGNMENT

Objectives

The objectives of this assignment are to:

- Develop a TRM framework document through consultation with key stakeholders, that can then be piloted prior to proposal for adoption by COMMIT member governments.

3) SCOPE OF WORK

The Consultant will:

- Develop and conduct a scoping survey on key issues the TRM needs to address (with support from UNDP national project personell) and produce an ‘Options Paper’ that serves as the basis for national and intergovernmental consultation on the TRM

¹ FAO (2018), The State of World Fisheries and Aquaculture

- Support the planning of and participate in UNDP-organised national and intergovernmental consultation on the TRM, including collecting and collating data relevant to the TRM development
- Develop a zero draft of a TRM framework document, that outlines – at minimum – the structure and functions of the TRM to be presented at an intergovernmental meeting of COMMIT
- Develop a final draft based on feedback from stakeholders at the COMMIT intergovernmental meeting – and further consultation, if necessary

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

Duration

May to 31 Jan 2021

Duty Station

Home-based. Telecommunication with UNDP staff, project partners and other relevant stakeholders is required. No travel.

5) Expected Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
Options Paper developed and presented at consultations (up to 20 days)	15 June 2021	UNDP Regional Advisor, Recovery, Livelihoods & Human Mobility in Asia-Pacific
Data from TRM consultations collected and collated (up to 10 days)	15 August 2021	
TRM zero draft developed and presented at intergovernmental meeting of COMMIT (up to 25 days)	31 September 2021	
Final draft of TRM framework document developed (up to 20 days)	31 Jan 2022	

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work under the supervision of the Economic Recovery, Livelihoods, and Human Mobility Advisor at Bangkok Regional Hub, with support from the Anti-trafficking Coordination Consultant.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education Background

- At least Master's degree in international relations, development, social work, law, or related social sciences disciplines.

Experience

- At least 10 years working in research and policy research and policy related to human trafficking
- Previous experience conducting research that supports the development of systems for trafficking victim protection and (re)integration required;
- Knowledge of gender and human-rights issues an advantage.
- Strong research and analysis skills, with a focus on delivering policy solutions
- Knowledge of outward international migration and anti-human trafficking patterns in the Greater

Mekong Subregion, particularly trafficking victim support/services and referral;

Language requirements

- Excellent command of written and spoken English.
- Strong written and verbal presentational skills,

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 7 days of submission.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- NONE
- PARTIAL
- INTERMITTENT
- FULL-TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

- Daily
- Lumpsum

Payments shall be done on a lumpsum basis, upon verification of satisfactory delivery and of completion of deliverables and approval by the supervisor.

Deliverables/ Outputs	Payment term
Options Paper developed and presented at consultations	25%
Approved TRM zero draft and presentation at intergovernmental meeting of COMMIT	50%
Approved Final draft of TRM framework document.	25%

11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11 or CVs, indicating all past experience from similar projects, as well as the contact details (email and telephone) of the candidate and at least three (3) professional references.
- c) Financial Proposal
- d) Sample of a written work on anti-trafficking coordination structures or related issues

12) CRITERIA FOR SELECTION OF THE BEST OFFER

Candidates must send a financial proposal based on **Lumpsum Amount**. They 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 successful candidate in completing the assignment are already factored into the daily fee submitted in the proposal. *Travel is not required.*

Payment will be done upon satisfactory completion of the outputs/deliverables and as per below percentages:

- Options Paper developed and presented at consultations –25 % of total contract amount;
- Approved TRM zero draft and presentation at intergovernmental meeting of COMMIT – 50 % of total contract amount;
- Approved Final draft of TRM framework document – 25 % of total contract amount.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the consultant, prior to travel, and will be reimbursed. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class, they should do so using their own resources.

Evaluation Method and Criteria

Candidates will be evaluated based on cumulative analysis. The award of the contract shall be made to the candidate whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria (70%) and financial criteria (30%). The 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 Criteria for Evaluation (Maximum 100 points)

Evaluation criteria		Max points
Criteria 1	Relevance of education	10
Criteria 2	Experience working in research/ policy research/ Policy development related to human trafficking.	30
Criteria 3	Experience/Knowledge of trafficking victim protection and (re)integration development of systems	30
Criteria 4	Knowledge/ Experience of outward international migration and anti-human trafficking patterns in the Greater Mekong Subregion.	10
Criteria 5	Knowledge of gender and human-rights issues	10
Criteria 6	Excellent analysis and report writing skills	10
Total points:		100

Only candidates obtaining a minimum of 70% of the total technical points shall be considered for the financial evaluation.

12) APPROVAL

Approved:

Francisco Jose Santo Jara Padron

Regional advisor of Recovery Solutions, Livelihoods & Human Mobility (Prosperity)

20 April 2021