

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*
CONSULTANCY ANNOUNCEMENT
TERMS OF REFERENCE

Title:	Local Consultant to support the development and implementation of Member State activities to combat Trafficking in Persons and Smuggling of Migrants.
Organisational section/unit:	United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa (ROSAF)
Name and title of supervisor:	Jeptum Bargoria- Programme Officer
Duty station:	Pretoria, South Africa with travel to the Southern African Region
Proposed period:	12 August 2023 – 15 December 2023
Actual work time:	75 working days
Fee range:	A

1. Background of the assignment

The United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa (ROSAF) implements a Regional Programme aimed at combating Trafficking in Persons (TIP) and Smuggling of Migrants. This project is run under collaboration with the Southern Africa Development Community (SADC) Secretariat. Under a European Union funded Southern Africa Migration Management (SAMM) project which is a model of a ONE-UN approach collaborative effort between 4 UN development and humanitarian agencies: the ILO, the IOM, UNODC and UNHCR whose overall objective is to improve migration management in the Southern Africa and Indian Ocean region. The UNODC supports Member States in domesticating the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, and the Protocol against the Smuggling of Migrants by Land, Sea and Air, both protocols supplementing the United Nations Convention against Transnational Organized Crime.

Trafficking in persons and the smuggling of migrants are distinct crimes. The lines between the two may often be blurred though especially when they occur in mixed migration flows. A person may start their journey as an asylum seeker, for example, before seeking the help of smugglers and then being exploited as a victim of trafficking, while in need of refugee protection. According to the SADC regional statistical report (2004-2016), approximately 1,217 victims of TIP were officially reported to law enforcement agencies in the SADC region during the period 2004- 2016/7. It is believed that this is just a small proportion of cases of trafficking in persons as a number of cases are not identified and therefore, not reported. This is largely because of the complex and hidden nature of the crime. There are also cases where victims are rescued but are not interested in cooperating with law enforcement for purposes of investigation and prosecution of the offence.

UNODC requires the services of a consultant to support the implementation of human trafficking and smuggling of migrant's initiatives in the Southern Africa Region, including support to regional economic commissions.

2. Purpose of the assignment

The purpose of the assignment is to assist with the implementation of activities to counter Trafficking in Persons and Smuggling of Migrants in South Africa and the overall framework of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children and the Protocol against the Smuggling of Migrants by Land, Sea and Air, both supplementing the United Nations Convention against Transnational Organized Crime.

3. Specific tasks to be performed by the consultant

Under the overall supervision of the Regional Representative and within the framework of the UNODC Regional Programme for Southern Africa Crime Prevention and Criminal Justice Officer and in close technical cooperation with the UNODC TIP SOM project officers in Pretoria, South Africa and other SAMM project colleagues working with the ILO, IOM, UNHCR, IOC, COMESA and SADC.

The consultant will perform the following duties:

- a) Assist UNODC ROSAF TIP and SOM project with the implementation of the SAMM project 2022/3 workplan including on harmonization and tracking of implementation progress.
- b) Support the design of project implementation at sub-activity level including through research on and analysis on proposed interventions (sub-activities) in line with the Project Document Work-plan.
- c) Technical support to Member States to develop:
 - i. Proposed activities for combatting Trafficking in Persons.
 - ii. Roadmap for implementing the TIP and SOM National Action Plan.
 - iii. Roadmap for development of legislation on Smuggling of Migrants.
 - iv. Support coordination of TIP and SOM activities in harmonizing workplans, budgets and activities.
- d) Prepare operational guidelines, as and when required, for enhanced programme planning and coordination.
- e) Provide technical and administrative support on actions related to TIP and SOM to RECS ,South Africa and member states in the region
- f) Provide technical support and attend the TIP Secretariat and TIP partner actions.
- g) Provide regular technical advice on operational matters relating to implementation of TIP and SOM activities in South Africa and to member states in the region for the SAMM project.
- h) Provide technical support towards the training of law enforcement officers in partnership with the other UNODC SAMM consultants.
- i) Provide technical support towards harmonizing mixed migration engagements with other SAMM partner agencies – ILO, IOM and UNHCR.
- j) Prepare reports emanating from SAMM Security TIP and SOM project meetings, in line with deadlines.
- k) Prepare progress reports, support development of financial documents and other support documents for the implementation of the SAMM TIP and SOM activities.
- l) Provide technical support to consultants implementing various aspects of the project.
- m) Keep proper record of reports and media items for the project activities .

4. Reporting

The consultant will deliver the following outputs:

- Monthly report on the activities undertaken outlined in part 3 above.

The evaluation of the consultant's performance (the quality of the report and products, technical competence shown and the timeliness of the reports) will be determined by the UNODC Regional Representative for Southern Africa, in close coordination and consultation with the Criminal Justice Officer. If the consultant does not meet the requirements, he/she will be provided with an opportunity to redraft in terms of the guidance provided by the assessors. If after redrafting the requirements are not met, the UNODC reserves the right to non-payment and/or suspension of the contract.

The consultant will:

- a) Provide ongoing written and oral reports to the ROSAF TIP and SOM Crime Prevention and Criminal Justice Officer.
- b) Provide monthly written reports to the ROSAF TIP and SOM Crime Prevention and Criminal Justice Officer detailing work undertaken within a month.
- c) Prepare and provide a comprehensive and outcome final report on the consultancy. The report is to be submitted within three (3) days prior to the end of the contract.
- d) Perform other related tasks as required.

5. Implementation arrangements

The consultant will be based at the UNODC Regional Office, South Africa and will work very closely with the Ministry of Home Affairs in the Republic of South Africa and other States in the Southern Africa Region as well as with the RECs.

6. Deliverables and Payment modalities

Deliverable	Outputs	Working days	Date for deliverable
A	A comprehensive and detailed report based on point 3 above.	10	31 August 2023
B	A comprehensive and detailed report based on point 3 above.	15	29 September 2023
C	A comprehensive and detailed report based on point 3 above.	20	31 October 2023
D	A comprehensive and detailed report based on point 3 above.	20	30 November 2023
E	A comprehensive and detailed report based on point 3 above.	10	20 December 2023
Total working days		75	

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables. Remuneration will be released in monthly instalments, following submission and approval, by the Project Manager, of each monthly report, as described and disaggregated in part 6 above.

7. Indicators to evaluate the consultant's performance

All outputs should be submitted in English and meet the satisfaction of UNODC according to the following indicators:

- Technical competence;
- Quality of written work;
- Timeliness of delivery;
- Comprehensive and impact oriented monthly and final report.

The evaluation of the consultant's performance (the quality of the report and products, technical competence shown and the timeliness of the reports) **will be determined by the Criminal Justice Officer. If the consultant does not meet the requirements, he/she will be provided with an opportunity to redraft in terms of the guidance provided by the assessors. If after redrafting the requirements are not met, the UNODC reserves the right to non-payment and/or suspension of the contract.**

8. Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)

- An advanced university degree (Master's degree or equivalent) in law, international relations, social sciences or other relevant discipline is required;
- A minimum of two years of experience in international strategy and policy development or research in the area of serious and organized crime, human rights law or criminal law, including through direct work with multi-stakeholders' bodies at national level is desirable;
- Experience in research, drafting strategic planning, and presentation skills is required;
- Very strong knowledge of local, regional and global human trafficking developments is desirable;
- English and French are the working languages of the United Nations. For this post, fluency in oral and written English is required. Knowledge of another official United Nations Secretariat language is an advantage.

The post will be based in Johannesburg, South Africa. As this is a national consultant position, applicants should have legal status to work in South Africa

Interested candidate with a relevant experience should submit the following documents” to the UNODC-ROSAF Procurement at unodc-rosaf.procurement@un.org with the subject line “**Tip SoM Local Consultant**”, by 22 July 2023

- 1) Proposal (See questions below)
- 2) Cover letter explaining why they think they are the best candidate for this consultancy
- 3) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and **three contactable referees with validated email and contact numbers.**

Assessment: Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. **Short-listed** applicants may be required to undergo relevant skills tests and reference checks will be done.

For enquiries, please contact **Takalani GODOBEDZA** by email at UNODC-ROSAF Procurement email.

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “**incomplete**”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

Proposal questions

1. Please explain what you know about the Region and the trends in Human Trafficking and/or Migrant Smuggling in the region. (maximum 400 words).
2. Please explain what you know about your knowledge of Human Trafficking National Strategies in the Region. (maximum 250 words).
3. Please explain what you see as your strength to address Human Trafficking and Migrant Smuggling in this project (maximum 250 words).
4. Please explain your experience in research and/or implementing policy on Transnational Organised Crime. (maximum 300 words).