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 and Smuggling of Migrants. This project is run under collaboration with the Southern Africa Development Community (SADC) Secretariat. Under an EU 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 United Nations Office on Drugs and Crime (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. There are also interlinkages with TransNational Organised Crime. UNODC is thus supporting Member States to address these issues.

In that regard, UNODC requires the services of an individual contractor to support the research and implementation of the SAMM project to Member States in addressing smuggling of migrants and trafficking in persons cases. The consultant will provide administrative and research support to member states on implementation of SAMM related activities.

2. PURPOSE OF THE ASSIGNMENT:

Under the overall guidance and supervision of UNODC Project Coordinator, Trafficking in Persons and Smuggling of Migrants project, the Individual Contractor will assist with the implementation of Trafficking in Persons and Smuggling of Migrants. More concretely, the contractor will: a) assist with the coordination and implementation of activities under the UNODC SAMM work plan; b) drafting of various project reports from engagements with Member States on the SAMM project and c) perform administrative tasks that contribute to the execution and achievement of SAMM Trafficking in Persons and Smuggling of Migrant activities.

3. SPECIFIC TASKS TO BE PERFORMED BY THE CONSULTANT:

- Assist with formulation and execution of the workplan and activities related to data development for the SAMM project;
- Assist with the coordination of activities related to training and capacity building of Judicial and Law
enforcement Officers on TIP and SOM;
• Assist with the implementation of activities related to the SAMM Project in SADC Member States and in the Region;
• Contribute to the drafting of SAMM progress reports;
• Assist with the planning and implementation of sensitization events on TIP and SOM;
• Support in research and collation of research documentation for advancement of initiatives to curb TIP and SOM;
• Prepare monthly progress and a final consultancy reports;
• Perform other related tasks as required.

4. EXPECTED OUTPUTS

The individual contractor is expected to deliver:
• Monthly reports detailing the execution of various tasks during the month;
• Contribution to the SAMM reports including the Annual SAMM reports;
• Contribution to the workplan and activities related to TIP and SOM for the SAMM project;
• Research papers from work undertaken during the contracted period including on the linkage of SAMM to Transnational Organized Crime in the Region.

5. DATES AND DETAILS OF DELIVERABLES/PAYMENTS:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Days Worked</th>
<th>To be accomplished by:</th>
</tr>
</thead>
</table>
| A. | ● Assist with formulation and execution of the SAMM workplan and activities including but not limited to:  
- Technical contribution to agenda of meetings including development of presentations and drafting of speeches  
- Administrative support to execution of meetings including coordinating of events  
Assist with reporting of SAMM activities including but not limited to: Annual reports, reports of meetings  
Output: Monthly report | Fifteen (15) days  
July 2022 | 30 July 2022 |
| B. | ● Assist with formulation and execution of the SAMM workplan and activities including but not limited to:  
- Technical contribution to agenda of meetings including development of presentations and drafting of speeches  
- Administrative support to execution of meetings including coordinating of events  
- Provide technical and administrative support to trainings on TIP and SOM in the Region.  
Output: Monthly report | Fifteen (15) days  
August 2022 | 30 August 2022 |
| C. | ● Assist with formulation and execution of the SAMM workplan and activities including but not limited to:  
- Technical contribution to agenda of | Fifteen (15) days  
September 2022 | 30 September 2022 |
meetings including development of presentations and drafting of speeches

● Administrative support to execution of meetings including coordinating of events
● Provide technical and administrative support to trainings on TIP and SOM in the Region.

Output: Monthly report

D.

● Assist with formulation and execution of the SAMM workplan and activities including but not limited to:
  - Technical contribution to agenda of meetings including development of presentations and drafting of speeches
● Administrative support to execution of meetings including coordinating of events
● Provide technical and administrative support to trainings on TIP and SOM in the Region.

Output: Monthly report

Fifteen (15) days

October 2022

30 October 2022

E

● Assist with formulation and execution of the SAMM workplan and activities including but not limited to:
  - Technical contribution to agenda of meetings including development of presentations and drafting of speeches
● Administrative support to execution of meetings including coordinating of events
● Provide technical and administrative support to trainings on TIP and SOM in the Region.

Output: Monthly report

15 days

November 2022

30 November 2022

Total

75 days

Deliverables will be submitted through Monthly reports.

The payment fee will be paid as per the common UN rules and procedures and in two instalments:

• Payment will be made monthly after consultants submission and UNODC’s approval of monthly reports, detailing the work undertaken for the 15 working days, provided in the month.

6. 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:

● Quality of the report produced;
● Quality and adherence to the international framework;
● Technical competence;
● Timeliness of the delivery.

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED):
- A university degree in the fields of law, criminology, public administration, political science, international relations or related fields of criminal justice, crime prevention and/or law enforcement is required.
- A minimum of 5 years of professional, progressively responsible experience in the area of crime prevention and criminal justice, human rights and drug control and/or related fields, is required;
- Excellent drafting and writing skills, preferably in the area under review, ability to synthesize large quantities of information in clear and concise form;
- Ability to work independently and in a team;
- Excellent command of written and spoken English. Knowledge of Portuguese and/or French will be an added advantage.

**APPLICATION REQUIREMENTS**

A completed application must include: Cover letter which include proposed daily fee and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills and include three contactable referees.

Interested candidates may send their completed application with the Subject line “TiP/SoM Individual Contractor” to UNODC-ROSAF Procurement at unodc-rosaf.procurement@un.org (incomplete applications will not be considered). For enquiries, please contact Takalani at the provided email.

For enquiries, please contact Takalani Godobedza at the provided email. These TOR’s will also be available on UNODC website: https://www.unode.org/southernafrica/en/consultancies-and-opportunities.html

**UNODC reserves the right not to make an appointment.**

**CLOSING DATE FOR APPLICATIONS:** 6 June 2022

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 rigours reference and background checks.

**Note:** Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

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