Terms of Reference

I. Consultancy Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Individual Contractor - Project Admin and Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN Agency:</td>
<td>United Nations Office on Drugs and Crime (UNODC)</td>
</tr>
<tr>
<td>Regional Office:</td>
<td>Pretoria, South Africa</td>
</tr>
<tr>
<td>Duty Station/Home Based:</td>
<td>Pretoria with travel to Southern Africa Region when required</td>
</tr>
<tr>
<td>Primary Supervisor:</td>
<td>Crime Prevention and Criminal Justice Officer</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Proposed Period:</td>
<td>June- December 2022</td>
</tr>
<tr>
<td>Duration:</td>
<td>6 months (128 working days)</td>
</tr>
<tr>
<td>Consultancy Level:</td>
<td>A</td>
</tr>
<tr>
<td>Fee range:</td>
<td>$100 - 120 per day</td>
</tr>
</tbody>
</table>

II. Organizational Context

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. 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.

Traffic 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.

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 context of the UNODC ROSAF Trafficking in Persons and...
Smuggling of Migrants Programme. More concretely, the contractor will assist with the coordination and implementation of activities in Southern Africa and will assist the Head of Programme with administrative, research project activities, including research, drafting of various reports and administrative tasks.

### III. Functions / Key Results Expected

#### Summary of Key Functions:
Under the direct supervision of the Crime Prevention and Criminal Justice Officer for TIP and SOM, the Communications Consultant will be perform for the following tasks:

- **a)** Support the execution of programme activities as required, in particular in South Africa and other Southern African Member States, in close coordination with the Government counterparts, donors and other stakeholders, based on best practices, including UNODC manuals, handbooks, guides, and standards and norms;

- **b)** Support the organization of training workshops, meetings, official and assessment missions, develop concept notes and terms of references as required including administrative tasks, research, development of agenda amongst others;

- **c)** Identify technical assistance and capacity building needs in the region and assist in the development and implementation of programme activities;

- **d)** Identify technical assistance strategies of partners active in anti-Trafficking in Persons and Smuggling of Migrants programmes and assist in preparing documentation for partnership consideration;

- **e)** Assist in coordinating activities with intergovernmental organisations and non-governmental organizations which are active in Southern Africa;

- **f)** Provide programme administrative assistance;

- **g)** Plan and arrange official travel, respond to complex information requests and inquiries; set up and maintain files/records and organize meetings;

- **h)** Draft correspondence on substantive and budget-related issues and prepare and update periodic substantive reports, briefing notes, graphic and statistical summaries and programme spreadsheets;

- **i)** Performs other duties as assigned.

#### Key Results Expected:

1. Workshops, meetings and official missions effectively organized;
2. Substantive progress reports to UNODC, donors and other partners drafted and submitted;
3. Research papers, and terms of reference and other substantive documents developed and delivered;
4. Reliable administrative support, coordination of programme planning and activities and internal communication delivered.

#### Indicators to evaluate the consultant's performance

All the 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.

### IV. Details of payments:
Payments will be made upon satisfactory completion and/or submission of outputs/deliverables and submission of monthly time sheets. The contractor will receive remuneration on a monthly basis, upon certification of satisfactory performance and progress.

### V. Competencies and Critical Success Factors

**Professionalism & Functional Competencies:**
• Promotes the vision, mission, and strategic goals of UNODC
• Demonstrates integrity by modeling the UN’s values and ethical standards
• Experience of managing relationships with policy makers, civil society, and media.
• Knowledge of developing partnerships with other organizations.
• The ability to analyses and present information clearly.
• Ability to liaise with role players on highest levels.
• Proficiency in computers skills with knowledge in Microsoft Office software. Adobe Illustrator, InDesign, premiere, and Photoshop desired.
• Be conscientious and efficient in meeting commitments

Planning and Organization
• Good planning and organizational skills and managing working relationships with different stakeholders,
• Ability to focus on priorities and meet strict deadlines.

Teamwork
• Work effectively within a team environment, lead and influence projects and coach individuals in accomplishing defined objectives/goals of the project
• Possess good interpersonal skills.

Communication
• Ability to communicate in English, both orally and in writing, is required to obtain, evaluate, and interpret factual data and to prepare accurate and complete reports and other documents
• Demonstrable ability to communicate at a high level, both verbally and in writing.
• Ability to understand a variety of specialized tasks related to communication and information activities.

Core Competencies
• Demonstrates integrity by modeling the UN’s values and ethical standards
• Promotes the vision, mission, and strategic goals of UNODC
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
• Treats all people fairly without favoritism
• Fair and transparent decision making; calculated risk-taking
VI. Recruitment Qualifications

<table>
<thead>
<tr>
<th>Education:</th>
<th>Bachelor's degree in Law, International Relations, Political Sciences or related field/combination. Strong academic record, outstanding writing ability and people-skills is required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience:</td>
<td>A minimum of two (2) years of professional experience in research aimed at enhancing the Rule of Law and criminal justice systems is desirable. Knowledge of international legal instruments is desirable; Good knowledge of local, regional and global legal and policy developments is desirable; Good data analysis, research and strategic planning, and presentation skills is desirable; Strong commitment to human rights with cross-cultural experience and cultural sensitivity is desirable.</td>
</tr>
<tr>
<td>Language Requirements:</td>
<td>Proficiency in verbal and written English Language. Knowledge of other UN Languages will be an added advantage.</td>
</tr>
</tbody>
</table>

VII. Application Requirements

A completed application must include a Cover letter which include a proposed daily fee and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills, samples of research or written work (articles, etc.)

Interested candidates may send their completed application with the Subject line “IC- Project Admin and Research Assistant” to UNODC-ROSAF Procurement at unode-rosaf.procurement@un.org (incomplete applications will not be considered). For enquiries, please contact Takalani Godobedza at the provided email.

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.