

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
CONSULTANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE	: Individual Contractor Trafficking in Persons and Smuggling of Migrants Programme
ORGANIZATION	: United Nations Office on Drugs and Crime
TYPE OF CONTRACT	: Individual Contract
REGIONAL OFFICE	Pretoria, South Africa
DUTY STATION	Home-based (with the possibility of in-person after travel restrictions)
TITLE OF SUPERVISOR	: Jeptum Bargoria (TIP SOM and GBV Project Coordinator)
PROPOSE PERIOD	: 16 August – 30 November 2021
ACTUAL WORK TIME	: 57 days
FEE RANGE	: From 100-120 USD per day

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 support to Member States in addressing smuggling of migrants and trafficking in persons cases. In specific, the contractor will enhance the already progressive portfolio on TIP and SOM in Malawi.

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 strengthening the rule of law activities in the context of the UNODC ROEA. 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 and perform administrative tasks.

3. SPECIFIC TASKS TO BE PERFORMED BY THE CONSULTANT:

- Coordinate the equipment and training needs assessment and execution with regards to substance and logistics;
- Assist with formulation 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 Malawi 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 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:

Deliverable	Output	Days Worked	To be accomplished by:
A.	<ul style="list-style-type: none"> • Support in research and collation of research for advancement of initiatives to curb TIP and SOM; 	Fifteen (15) days	Fifteen working days after signing the contract
B.	<ul style="list-style-type: none"> • Assist with formulation and execution of the SAMM workplan and activities including but not limited to: <ul style="list-style-type: none"> - Technical contribution to agenda of meetings including development of presentations and drafting of speeches - Administrative support to execution of meetings including coordinating of events 	Twenty-Two (22) days	Thirty-seven working days after signing the contract
C.	<ul style="list-style-type: none"> • Assist with reporting of SAMM activities including but not limited to: Annual reports, reports of meetings. 	Ten (10) days	Forty-seven working days after signing the contract
D.	<ul style="list-style-type: none"> • Provide technical and administrative support to trainings on TIP and SOM in 	Ten (10) days	Fifty-seven working days after signing the contract

	the Region.		
Total		57 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:

- The first instalment amounting 50% of the total cost of the contract will be paid after delivery of the deliverable number A (Fifteen (15) days) and B (Twenty-Two (22) days).
- The second and final instalment amounting 50% of the total cost of the contract will be paid after delivery of the deliverable C (Ten (10) days) and after final report has been submitted, assessed and approved by UNODC ROSAF, Deliverable D (Ten (10) days)

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.

APPLICATION REQUIREMENTS

A completed application must include: Financial and technical proposal, Cover letter, CV with three contactable referees, and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills, samples of knowledge products (guides, toolkit, etc.) and include three contactable referees.

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

For technical queries, please contact Banele Kunene at [banele.kunene @un.org](mailto:banele.kunene@un.org)

These TOR's will also be available on UNODC website:

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

UNODC reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: 08 August 2021

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<https://www.unodc.org/southernafrika/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 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.
