

Terms of Reference (TOR)

Anti-Human Trafficking and Migrant Smuggling Expert

A. Project Title:

Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa

B. Project Description

Within the Regional Program for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and Strengthen Criminal Justice Systems in line with International Human Rights Standards (2016-2021), Sub-Program 1 on "Organized Crime", UNODC is implementing the regional project 'Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa', managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

The project 'Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa' consists in a regional intervention covering Egypt, Libya, Morocco and Tunisia, to support the effective dismantling of criminal networks involved in migrant smuggling and human trafficking, while at the same time upholding the rights of migrants, refugees, asylum seekers and vulnerable groups. The overall objective will be achieved through:

- 4) Enhanced detection and interception capacities of frontline officers and agencies at selected border crossing points and key hub cities along smuggling routes.
- 5) Strengthened identification and investigation capacities of first responders (including law enforcement officers, healthcare professionals and social workers, labour inspectors and other relevant practitioners) with regards to migrant smuggling and human trafficking cases while protecting victims.
- 6) Enhanced skills and knowledge of relevant law enforcement agencies on special investigation techniques, allowing relevant authorities to more effectively and rapidly dismantle criminal networks.
- 7) Strengthened practical expertise and skills of criminal justice practitioners in prosecuting and adjudicating migrant smuggling and human trafficking cases, notably through regional and international cooperation.

This position is located at the UNODC Programme Office in Tunis, Tunisia, which falls under the oversight and management of the Regional Office for the Middle East and North Africa (ROMENA) of the United Nations Office on Drugs and Crime (UNODC) based in Cairo, Egypt. Under the overall guidance of the UNODC Regional Representative for the Middle East and North Africa, the consultant will work under the direct supervision of the Programme Coordinator (Anti-Human Trafficking and Migrant Smuggling), in coordination with the Head of Office, UNODC Tunisia, as well as in collaboration with technical experts at ROMENA, to support the implementation of selected activities of the UNODC project 'Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa'.

C. Scope of Work

The Consultant will support the team with the delivery of specific outputs of activities under the project 'Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa'. This will include:

- Substantive preparation, delivery and facilitation of national capacity building workshops for first responders and service providers from Tunisia and Libya as well as from the wider North Africa region. This includes the development of the training needs' assessment; concept note and final reports of the activities.
- Development of training material for criminal justice practitioners, including programs and training materials. This includes the development of the training needs' assessment; concept note and final reports of the activities.
- Development of situational analysis in Tunisia and in Libya to guide project implementation, including review of legislation in relation to TIP and SOM.
- Prepare and develop an Inter-agency coordination workshop in the investigation, prosecution and adjudication of migrant smuggling and human trafficking cases in Libya (concept note, programme etc.
- Development of concept notes (1 for regional events), project proposals (1 for Tunisia/1 regional), and the wider North Africa region on TIP and SOM including in liaison with country offices and technical staff in UNODC HQ.
- Development of web stories, tweets, and other visibility multimedia material to promote programme activities.
- Development of Theories of Change at regional and national levels, sustainability strategies and outcome monitoring tools for the program.

D. Expected Outputs/Deliverables and Payment Scheme

Prompt delivery of outputs that supports the smooth implementation of human trafficking and migrant smuggling activities in Tunisia and support to the program in Libya in line with UNODC's regional strategic objectives and legal and conceptual framework, leading to the provision of increased services to beneficiaries and increasing the program impact in the concerned countries.

- Concept notes, agendas, background material, situational reports, in line with the agreed upon workplan for the Consultancy.
- Capacity building workshops delivery and international and regional conference presentations and outcomes material.
- Training material and tool development for criminal justice practitioners.
- Visibility and communication multimedia material.

F. Duration of the Work¹

98 working days

G. Duty Station

Tunis, Tunisia

¹ *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

H. Qualifications of the Successful Individual Contractor

Education:

Advanced university degree (Master’s or equivalent) in international law, criminal law, political science, international relations, or related field is required.

Experience:

- Proven record or professional experience on criminal law and international law gained working in Tunisian settings;
- Knowledge of and exposure to anti-human trafficking and/or migrant smuggling work and in particular with regards to working with vulnerable populations. Work with first responders (social/health workers) and prosecution component is an asset;
- Experience in the organization and delivery of capacity building and training activities to a variety of audiences, with an emphasis on criminal justice actors, including magistrates and law enforcement;
- Experience working on human rights and access to justice for vulnerable persons in the context of Tunisia is a strong asset;
- Knowledge of anti-trafficking legislation in Tunisia is required;
- Work experience with the United Nations system is desirable.

Languages:

Fluency in English and in French is required. Working knowledge of Arabic is an advantage.

I. Scope of Price Proposal and Schedule of Payments

Payment will take place following the completion of each deliverable:

Deliverable	Working Days	Percentage	Accomplishment dates
1 Develop training material and facilitate capacity building for first responders and service providers on anti-human trafficking and migrant smuggling (social workers). Develop activity report following the event with recommendations for additional support. Develop visibility material in relation to the provided capacity building.	15	15.3%	31 March 2022
2 Develop training material and facilitate capacity building for first responders and service providers on anti-human trafficking and migrant smuggling (health workers). Develop activity report following the event with recommendations for additional support. Develop visibility material in relation to the provided capacity building.	20	20.4%	30 April 2022
3 Develop visibility material for the Regional Project ‘Dismantling Criminal Networks involved in Migrant Smuggling and Human Trafficking and Operating in North Africa’, including thematic web-stories and web-page material.	21	21.4%	31 May 2022

4	Develop training material and facilitate capacity building for labour inspectors and/or consular staff on anti-human trafficking and migrant smuggling. Develop activity report following the event with recommendations for additional support. Develop visibility material in relation to the provided capacity building.	21	21.4%	30 June 2022
5	Develop a situational analysis and stakeholders mapping for Tunisia and Libya to guide project implementation.	21	21.4%	31 July 2022

Payments will be made upon satisfactory completion and submission of deliverables.

J. Recommended Presentation of Offer

Interested candidates must submit the following documents: curriculum vitae and brief methodology along with cover letter in French and methodology in English; financial offer with daily rate.

Applications need to be sent through:

Email to the following address: procurement.tn@undp.org

Applications need to be received no later than Wednesday, March 30th, 2022 at 5 pm (Tunis Time)

The candidate needs to submit the following material demonstrating their qualifications:

- curriculum vitae and brief methodology
- Financial offer with a daily rate

K. Criteria for Selection of the Best Offer

The evaluation and selection process will include two stages:

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	70
<ul style="list-style-type: none"> • Bachelors Degree Prerequisite 		
<ul style="list-style-type: none"> ▪ Criteria a. Proven record or professional experience on criminal law and international law gained working in Tunisian settings ▪ Minimum 2 years – 7 points ▪ between 2 and 5 years10 points ▪ more than 5 years.....15 points 		15 pts*
<ul style="list-style-type: none"> ▪ Criteria b. Qualifications and experience: 		20 pts**

<p>Knowledge of and exposure to anti-human trafficking and/or migrant smuggling work and in particular with regards to working with vulnerable populations. Work with first responders (social/health workers) and prosecution component -</p> <p>Work with first responders (social/health workers/labour inspectors etc) – 10 points</p> <p>Work with prosecutors – 10 points</p>		
<p>▪ Criteria c. Qualifications and experience:</p> <p>Experience in the organization and delivery of capacity building and training activities to a variety of audiences, with an emphasis on criminal justice actors, including magistrates and law enforcement - 10</p> <p>Work with judges/prosecutors/lawyers – 5 points</p> <p>Work with judicial police/law enforcement/customs etc – 5 points</p> <p>Experience working on human rights and access to justice for vulnerable persons in the context of Tunisia is a strong asset – 10</p> <ul style="list-style-type: none"> - Experience on developing training programmes with a human rights/access to justice thematic – 5 - Experience on developing guidance, SOPs etc. on human rights/access to justice thematic – 5 - 		20 pts**
<p>▪ Criteria d. Language</p> <p>Fluency in English and in French is required. Working knowledge of Arabic is an advantage.</p> <p>English and French: certification/work experience on translations/interpretation etc – 10 points</p> <p>Arabic knowledge – 5 points</p>		15 pts**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score + Financial Score	

Financial evaluation

Only candidates who pass the technical evaluation will have their financial proposals evaluated (30/70 weight financial/technical proposals).

L. Annexes to the TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are

not confidential.

For more details on UNODC's work on TIP and SOM see:

<https://www.unodc.org/romena/en/dismantling-human-trafficking-and-migrant-smuggling-criminal-networks-in-north-africa.html>

M. Approval

This TOR is approved by : *[indicate name of Approving Manager]*

Signature		_____
Name and Designation	Harsheth Virk	
Date of Signing	2 March 2022	