



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO EXTERNAL CANDIDATES ONLY

Reference No. : **CFCV/ID10/2021/059**
Position Title : **Consultant (for Development of TIP Investigation Toolkits)**
Duty Station : **Jakarta**
Organization Unit : **Counter-Trafficking/Labour Mobility and Human Development (CT/LMHD)**
Duration of Contract : **Consultancy Contract for Two Months**
Type of Appointment : **Consultancy**
Estimated Start Date : **As soon as possible**
Closing Date : **30 August 2021**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at www.iom.int/diversity.

External candidates will be considered for this vacancy. This is a request for Curricula / **Consultant (for Development of TIP Investigation Toolkits)**. The success candidate will be offered Consultancy Contract. *Applications from qualified female candidates are encouraged.*

1. Background

Operational in Indonesia for more than 40 years, IOM Indonesia is one of the largest IOM missions in the world working on a wide range of activities in partnership with the Government of Indonesia, civil society, private sector actors, migrants and communities. IOM Indonesia is engaged in several thematic areas, including: Counter-Trafficking/Labour Mobility and Human Development (CT/LMHD), Disasters, Climate and Resilience (DCR), Immigration and Border Management (IBM), Migrant Assistance, Migration Health, and Resettlement and Voluntary Returns.

The Counter Trafficking and Labour Migration and Human Development (CT/LMHD) Programme works alongside and contributes to the strengthened capacities of government partners at the national and sub-national level, civil society organizations, international organizations, and the private sector to enhance measures to combat human trafficking and to promote safe labour migration.

2. Nature of the consultancy & IOM Project to which the Consultancy is contributing

The IOM is implementing a project titled: “Building Effective Responses Against Trafficking and Smuggling in Indonesia (BERANTAS)” funded by U.S Department of State: The Bureau of International Narcotics and Law Enforcement Affairs (INL) which outcomes include to support GOI and service providers in utilizing evidence-based information in formulating integrated responses to TIP and migrant smuggling in Indonesia (Provinces of North Sumatera, Riau Islands, and North Kalimantan). For that reason, IOM will develop a toolkit on how to investigate potential TIP case aiming to enhance the capacity of law enforcement officials, especially the Indonesian National Police (INP) in investigating potential TIP case.

The toolkit will emphasize investigation methodologies, such as victim-led investigation, proactive investigation, disruptive investigation, financial investigation, and joint investigation, etc), procedures of gathering evidence and information, as well as guidelines on victim/witness protection during investigation. The toolkit will serve as practical know-how that could be easily referenced by the law enforcement agencies members of ATTF when investigating TIP/potential TIP cases. Following the development of the toolkit, it will be rolled out through a three-day workshop on the TIP cases handling and victim assistance attended by the relevant representatives of ATTF members, especially the INP from the target areas.

3. Task to be performed under this contract

The consultant will be responsible to conduct the following assignment:

1. Prepare activity and budget plan for development of TIP Investigation Toolkit.
2. Identify existing data sources both national and regional related to practical tools to investigate TIP.
3. Develop an outline for the TIP Investigation Toolkit.
4. Develop the TIP Investigation Toolkit comprising of the investigation methodologies, procedure of gathering evidence and information, and guidelines on victim/witness protection during investigation.
5. Facilitate expert working group meeting (at least four times) with relevant entities to gain the feedback and input from the draft of the TIP Investigation Toolkit, incorporated all the feedback obtained from the working group meeting into final product of the TIP Investigation Toolkits.
6. Facilitate the validation meeting to introduce the final draft of the TIP Investigation Toolkits and finalizing the TIP Investigation Toolkits after receiving the final inputs during the validation meeting.

4. Tangible and measure output of the work assignment

With close coordination with IOM, the consultant will have the following deliverables (both in Bahasa Indonesia and English):

1. Second week: Submission of draft outline of the TIP Investigation Toolkit, list on existing sources and workplan
2. Fourth week: Submission of the first draft of the TIP Investigation Toolkit which has been reviewed by IOM and relevant entities
3. Sixth week: Submission of the revised first draft of the TIP Investigation Toolkit
4. Seventh week: Submission of the final draft and collect inputs from relevant institutions to be incorporated in the final version of the TIP Investigation Toolkits.
5. Eighth week: Submission of the final product

5. Realistic delivery dates and details as to how the work must be delivered

The total duration for this assignment is proposed 2 months.

6. Performance indicators for evaluation of results

The quality, targeted and detailed of the work performed as established in above as well as compliance with agreed delivery dates.

7. Remuneration and Terms of Payment

The Consultant will receive an all-inclusive consultancy fee will be paid to the bank account indicated by the Consultant in the following instalments:

- The first instalment in the amount of 20% of the consultancy fee shall be paid upon submission of the draft outline of the TIP Investigation Toolkits and endorsed by IOM.
- The second instalment in the amount of 30% of the consultancy fee shall be paid upon submitting the first draft of the TIP Investigation Toolkits that has been endorsed by IOM/relevant institutions from the Expert Working Group meeting.
- The third instalment in the amount of 30% of the total fee shall be paid upon submitting the final draft of the TIP Investigation Toolkits that has been endorsed by IOM/relevant institutions from the Expert Working Group meeting.
- The fourth instalment in the amount of 20% of the total fee shall be paid upon submitting the final product of the TIP Investigation Toolkits that has been endorsed by IOM/relevant institutions from the Expert Working Group meeting.

8. Reporting Lines (Type of supervision that will be provided)

The Consultant will work under the direct supervision of the IOM Indonesia's National Programme Officer of CT/LMHD Unit. As work progresses, the Consultant will share expected delivery results with the NPO for her review. The IOM NPO will ensure to provide timely comments to the consultant's work and address any Consultant's relevant request.

IOM Indonesia will assist the Consultant in:

- Organizing Expert Working Group Meeting
- Sharing any existing IOM materials relevant to the subject matter
- Sharing any relevant contact of IOM counterparts

9. Consultant's Workplace

The Consultant is expected to be based in Jakarta, Indonesia.

10. Qualifications or Specialized Knowledge/experiences required:

The proposed consultant(s) should have following competence.

- At least Master's degree in Law/social science with 5 years of experiences or Bachelor's in Law/social science with minimum 8 years of experience in trafficking in persons/related area.

- Demonstrated great understanding in TIP investigation methodologies, trafficking in persons in general, data collection and reporting, victim and witness protection principles, data protection mechanism and principles.
- Excellent time management skills and ability to produce outputs as per agreed deadlines.
- Excellent presentation, oral and written communication skills. Proficiency in Indonesian (especially writing) as well as good analytical and drafting skills.
- Any professional experiences in trafficking in persons and safe migration is an advantage.

11. Required Documents

The consultant will need to submit technical and financial proposal in **ENGLISH**.

- i) Each submission must include the following:
- ii) Consultant Profile: a summary of the consultant' expertise, including records on experience in similar assignments and name of the references.
- iii) Technical Proposal with detailed process and useful techniques used in developing the TIP Investigation, as well as workplan.
- iv) Sample of relevant previous work
- v) Activity Plan Proposal describing the activities and timeline during consultancy for development of TIP Investigation Toolkits
- vi) Financial Proposal listing all costs associated with the assignment. In particular, the financial proposal should itemize the following:
 - a. Consultancy fees in local or USD currency per day.
 - b. Other relevant costs to the development process of the toolkits (Meetings, FGDs, etc).

12. Evaluation

A proposal shall be rejected at this stage if it does not respond to important aspects of the Vacancy Notice or if it fails to achieve the minimum technical qualifying score which is 80%.

The **technical proposals** of Individual consultant shall be evaluated based on the following criteria and sub-criteria:

i) Specific experience of the Consultant relevant to the assignment:	<u>Points</u>
a) Candidate qualification & competence (education, certification)	(15)
b) Experience (previous experience & sample of previous work)	(15)
c) Knowledge of candidate on the project (relevancy of the proposal)	(15)
Total points for criterion (i):	(45)
ii) Adequacy of the proposed methodology and work plan in response to the Vacancy Notice	<u>Points</u>
a) Methodology and Framework	(25)
b) Work plan	(30)
Total points for criterion (ii):	(55)

Only candidate whose proposal meet the above criteria will be invited to present & clarify the proposal.

The final assessment will be considered based on the following points:

- Technical including presentation of proposal - 60%
- Financial – 40%

13. How to Apply

Interested applicants must submit:

- A letter of interest (1-page max.) clearly specify suitability and availability date.
- Detailed Curriculum vitae. Applicants should clearly indicate information on previous work and/or experience in translating the document.
- Complete the Personal History Form which can be downloaded at the following link : <https://indonesia.iom.int/sites/indonesia/files/Vacancy/document/Personal%20History%20Form.xls>
- Please submit other required document as mentioned in point 11.

Application shall be submitted by e-mail to rindonesia@iom.int, indicating the reference code above (CFCV/ID10/2021/059) as subject. The deadline for applications is **30 August 2021**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

Only applicant who meet the above qualification will be considered

Posting period:

From 24.08.2021 to 30.08.2021