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Call for short-term consultancy

National Expert for the adaptation of transnational standard operating procedures and deliver national training

Terms of References

Open gate La Strada Macedonia is seeking to contract a consultant that displays the human, ethical and technical capacities to support the process of adaptation of Unified Standard Operating Procedures for Transnational Cooperation and Case Management for the protection of victims and potential victims of trafficking with a special focus on children between Albania, Kosovo, Montenegro and Macedonia (Unified SOPs), to deliver the national training on these procedures.

Introduction

Background Information on Terre des hommes mission in Albania and Kosovo and La Strada Macedonia

Terre des hommes Foundation Mission in Albania and Kosovo in partnership with six local partners (ARSIS and Different & Equal in Albania, Open Gate/ La Strada in *Macedonia*, SOS Hotline for Women and Children Victims of Violence Niksic in *Montenegro*, Hope and Homes for Children and The Center for Protection of Victims and Prevention of Trafficking in Human Beings (PVPT) in *Kosovo*) is implementing the project: *Improving provision of services and awareness to combat trafficking in Persons in the Balkans, Albania, Macedonia, Montenegro, Kosovo.*

Terre des hommes Foundation Mission in Albania and Kosovo is a non-profit organization that has been operating for over 15 years in strengthening the systems and mechanisms in identifying, preventing and assisting victims of trafficking and leading the establishment of transnational mechanisms in Balkans for the identification and assistance of victims of trafficking.

Open Gate La Strada Macedonia is a civil society organization which promotes human rights and represents the needs of high-risk people and victims of abuse and human trafficking. As a member of La Strada International - the European network for combating human trafficking, Open Gate offers prevention, social support and lobbying on both local and European level. We provide protection, capacity strengthening and social integration of trafficked persons, as well as other vulnerable groups within the society

Project /Action Description

The project *improving provision of services and awareness to combat trafficking in Persons in the Balkans, Albania, Macedonia, Montenegro, and Kosovo* aims to strengthen the transnational collaboration between the four countries of the project in identifying and assisting victims/potential victims of trafficking (Albania, Macedonia, Montenegro and Kosovo). The goal of this project is to **Ensure that victims and potential victims of TiP in the Balkans have access**



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to comprehensive prevention, protection and reintegration through functional national and transnational coordination mechanisms for identification, case management, and community based services.

The objectives of this project are:

- 1. Victims and potential victims of TiP in the Balkans have access to national and transnational coordinated and comprehensive services.**
- 2. Potential victims of TIP and targeted public in the Balkans are better informed about human trafficking.**

The first action of the project is to establish one functional transnational cooperation mechanism to identify, protect and report TiP victims and potential victims using unified SOPs across 4 countries. Therefore the Unified Standard Operating Procedures (SOPs) for Transnational Cooperation and Case Management for *the protection of victims and potential victims of trafficking with a special focus on children between Albania, Kosovo and Montenegro*, endorsed by the National Anti-Trafficking Coordinators of the three countries in December 2016 will have to be implemented by the national authorities of the four countries.

Purpose of the service

In Macedonia there is the need to endorse the Unified SOPs for transnational case management mechanism and to align it to national SOPs and to build protection capacities to ensure that professionals belonging to multi-sectorial groups and protection- relevant sectors in the target countries also internalize key protection principles of the SOPs through training sessions.

In the frame of this call the consultant will:

- a) Participate to the one day meeting of the working group for adaptation of Unified SOPs for Transnational Cooperation and Case Management on national level; (tentative: date 25th of June)*
- b) Organize and hold one session with National Coordinators for drafting the action plan during Regional training on transnational Unified SOPs (tentative: date 3th and 4th of July)*
- c) Deliver one national training on Unified SOP's (tentative: 2 days during September or October)*

Tasks to be performed by the expert



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Under the direct supervision of the project manager and the project team, the national expert is expected to perform the following key deliverables:

a) Participate to the one day meeting of the Working Group for adaptation of Unified SOPs for Transnational Cooperation and Case Management on national level; (tentative date 25th of June)

- The national expert will meet the regional expert engaged under the project and get acquainted with the specific informations related to the already developed Unified SOP's for transnational cooperation and case management;
- Participate on the one day workshop of the working group that will be facilitated by regional expert for adaptation of the forms included in the transnational unified standard operating procedures and how the forms fit in the case management process.
- Prepare workshop summary of feedback from the Working Group on the compliance of the Unified SOPs with the national framework.

b) Organize and hold one session with National Coordinators for drafting the action plan during Regional training on transnational of Unified SOPs (tentative date 3th and 4th of July)

- The expert will participate on the regional training organized in Skopje for all participant countries
- Prepare and facilitate the session with National Coordinators on the drafting of two joint action plans between two countries of the project. . The session will be prepared in close cooperation with regional expert and the project manager on the desired steps to be taken in order for the Unified SOPs to be put in practice.
- Prepare the action plan report.

c) Deliver one national training on Unified SOPs (tentative: 2 days during September or October)

- Deliver one 2-day national training on Unified SOPs in an interactive and audience-engaging way.
- Explaining the linkages between the national SOPs and the Unified SOPs.
- Clarify issues raised by the participants in the training regarding the Unified SOPs.

Responsibilities of Terre des hommes and La Strada Macedonia

- Provide materials related to the Unified SOPs national training
- Prepare the logistics of the trainings and ensure participation of trainees.

Child Safeguarding Policy: As a condition of entering into a consultancy agreement the expert must sign Child Safeguarding Policy and abide by the terms and conditions thereof.



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Requirements for the consultant:

The consultant should meet the following conditions, qualifications and experience:

- Post-graduate/ university degree, preferably in social studies, law, international relations.
- Minimum 5 years of International or national experience and demonstrated expertise in the field of trafficking in persons preferably in the Western Balkans.
- Previous experience in drafting protocols/ action plans for the protection of victims at national level.
- Experience in drafting modules and deliver trainings on trafficking in persons or victims of violence.
- Excellent skills in delivering trainings in an interactive and engaging way.
- Flexibility in responding to the needs of the contracting agency.
- Proven ability to meet deadlines and work under pressure;
- Excellent interpersonal skills.
- Fluency in spoken and written English is required.

Indicative assignment date: June - October 2018. Actual work days should not exceed 5 days.

Financial implication

For assignment, the national consultant will be compensated in total amount of 800 USD gross.

Submission of application

Interested candidates should present: (i) a letter of interest; (ii) professional CV in English; (iii) evidences of similar previous work as laid out in this Terms of Reference.

Submission of application should be done to mvaroslija@lastrada.org.mk by close of business day, 19th of June 2018. Please include "Application for SSJTIP18GR0013" in the subject line.

A statement of availability and commitment to undertake and complete the consultancy within the indicated time will be required.

Selection of the individual will be based on:

How well the application meets the requirements set out in the Terms of Reference. Relevant previous proven experience

Applicants may also submit their application in hard copy to the following address:
Open Gate La Strada Macedonia str. Sava Kovacevic 1a, 1000 Skopje Macedonia