

TERMS OF REFERENCE

Consultant to develop Toolbox on safe migration for migrant workers from Vietnam to Japan, Korea, and Taiwan

1. Background

In recent years, Vietnamese workers going abroad for employment have made significant contributions to the economic development and the livelihoods of people in their local communities. The number of workers going abroad has been increasing, but they are facing difficulties in accessing information and are not fully aware of their rights and obligations, particularly regarding the policies of both Vietnam and the host countries. Workers also lack the necessary skills to ensure their safety throughout the entire process of working abroad, including before departure, during employment, and after returning home.

With financial support from the Embassy of Canada in Viet Nam through the Canada Fund for Local Initiatives (CFLI), CDI is developing an information and awareness raising toolbox on safe migration. The toolbox aims to (i) enhance access to essential information for migrant workers; and (ii) enhance stakeholders' capacity to support safe migration.

The toolbox will consist of handbooks and training materials focusing on safe migration from Vietnam to 3 specific destination countries: Japan, Korea and Taiwan. The Handbooks for 3 specific destination countries are expected to be utilized by Vietnamese migrant workers during their migration journey, while training materials are expected to be utilized by staff of Migration Resource Centers (under Employment Service Centers), Private recruitment agencies, Women's Union, and social organizations working with migrant workers during the pre-departure orientation training, outreach campaigns.

2. Scope of work

The consultant (individual or group of consultants) will be responsible for developing a toolbox on safe migration for migrant workers from Vietnam to Japan, Korea, and Taiwan. The toolbox will consist of the following components:

- a) **Handbook:** 3 handbooks on safe migration practices, focusing on providing migrant workers with:
 - Destination-specific information: To ensure potential migrant workers receive relevant and practical information tailored to their intended destinations (the top 3 destination countries: Japan, Korea and Taiwan)
 - Information on legal migration pathways for safe migration: The Handbook focuses on safe migration, specifically addressing legal pathways. Although challenges can still occur within legal pathways, they offer a significantly safer and more secure option for migrants compared to irregular migration. Accordingly, the Handbook covers topics based on national labor laws, and other related laws, policies, and regulations in the origin country (Vietnam) and specific destination countries (Japan, Korea, and Taiwan).
 - Information relevant to each migration stage: The handbook outline should be divided into 4 stages (Pre-departure, Arrival and settling in, During stay in destination country, Returning home) to provide a clear and comprehensive roadmap that addresses the specific needs and challenges migrant workers face throughout their entire migration journey.

- b) **Training materials:** after completion, there will be 02 Training of Trainers (ToT) courses utilizing the Handbooks for relevant stakeholders in provinces with significant numbers of migrant workers going to Japan, Korea, Taiwan. Training materials are expected to be utilized by staff of Migration Resource Centers, Employment Service Centers, Private recruitment agencies, Women's Union, and social organizations working with migrant workers during the pre-departure orientation training, outreach campaigns.

3. Methodology

The consultant may propose appropriate methodology to develop the toolbox, which may include:

- Desk review and situation analysis to identify current labor migration situation from Vietnam to Japan, Korea, including current legal framework, mapping current support services to migrant workers and support providers, existing gaps and challenges, information needs, as well as areas for collaboration to support migrant workers at various stages of the migration process across different labor markets.
- Stakeholder engagement and feedback collection: Insights and technical feedback from relevant stakeholders, including representatives from government agencies, MRCs, recruitment agencies, NGOs, and migrant worker groups to be gathered through technical meetings, focus groups, and email correspondence, etc. The feedback will be crucial in shaping the content and format of the toolbox, ensuring it is practical, relevant, and user-friendly.
- Regular discussion: Regular discussion between consultant and CDI and other key stakeholders to ensure the development of the toolbox meets its objectives.

4. Implementation plan and expected deliverables

No	Activity	Deliverable	Deadline
1	Discuss and agree between CDI and Consultant on the detailed implementation plan, including methodology	01 implementation plan agreed between CDI and Consultant	5 October, 2024
2	Conduct desk review and situation analysis to identify current labor migration situation from Vietnam to Japan, Korea	01 review and analysis report on labor migration from Vietnam to 3 destination countries, with findings collaboratively consulted with and validated by relevant stakeholders 01 Handbook's outline developed based on desk review and situation analysis's findings	15 October, 2024
3	Develop the information and awareness raising toolbox	03 Handbooks with content collaboratively consulted with and validated by relevant stakeholders	1 st version of the Handbooks: 31 October, 2024 2 nd version of the Handbooks: 8 November, 2024

4	Develop training materials	Training materials for the 2 TOT courses developed	15 November, 2024
5	Conduct 2 Training of Trainers (ToT) courses utilizing the Handbooks and training materials for relevant stakeholders in 2 provinces	01 training report, with comments /feedbacks of users after the TOT courses collected	30 November, 2024
6	Finalize the Toolbox	Final version of the Toolbox (3 handbooks and training materials) approved by CDI	15 December, 2024

5. Required consultant qualifications

- Master degree or above in labor migration, human rights or related fields
- At least 10 years of full-time professional experience in labor migration, human rights, community development
- Proven experience with writing contents of handbooks, or training materials on safe migration for migrant workers
- Proven experience in conducting research on labor migration
- Knowledge about labor migration from Vietnam to Japan, Korea and Taiwan
- Experience working with government agencies, social organization, migrant workers, and other stakeholders involved in migration issues is an advantage
- Strong analytical and critical thinking skills;
- Excellent communication and interaction skills;
- Good time management skills
- Fluent in English and Vietnamese

6. Application

- Candidates please send your application including Cover letter, Curriculum Vitae, and Proposal (both technical and financial proposal) in an email with title "**Apply for the position of Consultant to develop Toolbox on safe migration**" to email address: tinh.leut@cdivietnam.org
- Deadline: **30 September 2024**
- Please note that only short-listed candidates will be contacted.