

ASEAN-AUSTRALIA COUNTER TRAFFICKING Terms of Reference

Training Guide Consultant for the Human Rights Approaches on TIP Cases Handling

Deadline for applications

5PM Bangkok time, 5
October 2021

Position

Training Guide Consultant
for the Human Rights
Approaches on TIP Cases
Handling (Individual/Team)

Position status

International position

Duration

30 input days
over two months (October to
November 2021)

Remunerations

ASEAN-ACT remuneration
framework.

Reports to

ASEAN-ACT ASEAN Program
Director and Indonesian
Representative to the AICHR

Location

Remote/home-based

Performance Management and Reporting Framework

Program reporting framework

Contact details

Queries relating to this
position should be directed
to

recruitment@aseanact.org

It is essential that you quote
'Training Guide Consultant for
the Human Rights Approaches
on TIP Cases Handling' in your
e-mail title, or you may not
receive a response.

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

ASEAN-Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its member states to end trafficking in persons (TIP) in our region. ASEAN-ACT works to support ASEAN Member States (AMS) to implement the ASEAN Convention Against Trafficking in Persons, Especially Women and Children (ACTIP). The program works primarily on strengthening the justice sector response to human trafficking, while developing new partnerships with allied government agencies, civil society and business. It engages all ten AMS in some capacity and continue national-level programming in Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand, and Vietnam.

Program Outcomes

The overarching goal that ASEAN-ACT contributes to is that AMS have effective justice systems that provide just punishment of traffickers and protect the rights of victims. Three end-of-program outcomes (EOPOs) together contribute to the achievement of this goal by 2028:

1. EOPO1: ASEAN's planning, monitoring and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
2. EOPO2: AMS justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
3. EOPO3: AMS justice and related state agencies' policies and practices are influenced by relevant stakeholders and better aligned with ACTIP, especially in connection to victim rights obligations.

Overview

In implementing the ACTIP, the Senior Officials Meeting on Transnational Crime has led the development of a cross-sectoral, cross-pillar action plan with various ASEAN Sectoral Bodies/ASEAN Organs (ASBs) that resulted in the Bohol TIP Work Plan 2017-2020 (BWP). The BWP is used by ASBs as a reference in developing initiatives related to TIP under their respective work plans.

To support the implementation of the BWP, the ASEAN Intergovernmental Commission on Human Rights (AICHR), as one of the ASBs, has endorsed a project on AICHR Capacity Building on Human Rights-Based/Gender-Sensitive/Child-Friendly Approaches on TIP Case Handling for the Frontline Officers of Relevant Agencies. This project is part of AICHR 2020 Priority Programmes that was approved by the ASEAN

Foreign Ministers' Meeting in 2019. It contributes to the implementation of the BWP and is aligned with ASEAN-ACT's outcomes, particularly EOPO1. The project will be implemented by AICHR Indonesia as the implementing agency and supported by ASEAN-ACT.

Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

For the implementation of this activity, ASEAN-ACT is engaging a consultant (individual or team) to support the development of a training guide on human rights, gender-sensitive and child-friendly approaches to TIP case handling for frontline officers. The consultant will also support AICHR and ASEAN-ACT in delivering a three-day training to frontline officers from AMS. Pending the COVID-19 situation in various AMS, the training will be a hybrid model of face-to-face combined with virtual trainers and participants.

Objectives

The project aims to raise awareness of TIP as a human rights violation and to enhance the capability of frontline officers in applying human rights, gender-sensitive and child-friendly approaches when handling TIP victims. The project will draw on multi-disciplinary approaches to capacity development and utilise the existing ASEAN instruments and international framework on TIP and human rights.

The consultant(s) will be required to develop a detailed training guide for the delivery of a three-day training Human Rights, Gender-Sensitive, and Child-Friendly Approaches to Handling TIP Cases for Frontline Officers.

The training guide should draw on multi-disciplinary approaches, such as legal, criminology, sociology and anthropology, to guide the trainers through a suggested sequence of training. Each module should have clear objectives and provide guidance for trainers in delivering the module.

The training guide will focus applying human-rights based approaches to handling TIP cases in the ASEAN region and offer broader international perspectives and good practice from outside the region. The guide should have a dedicated focus on gender-sensitive and child-friendly approaches and should offer practical guidance to frontline officials on how to apply human rights principles. The training guide should also facilitate discussion on the latest trends and forms of human trafficking in the region, as well as good practices in responding to human trafficking documented in ASEAN documents/publications, including but not limited to ASEAN Declaration on the Protection of Children in the context of Migration (2019).

The training guide will be made available in English and relevant national languages of AMS (ASEAN-ACT will facilitate translation).

Areas of Responsibility

At the direction of AICHR Indonesia as the implementing agency of the project and the ASEAN-ACT ASEAN Program Director, the consultant will:

- > Design and develop a training guide that include modules, a trainer / facilitator guide, PowerPoint presentations, resources for participants, participant feedback forms and any other templates and tools considered necessary by the consultant.
- > Develop the delivery mode of the training / and materials that is most suited for frontline responders and customised for ASEAN countries.
- > Carry out consultations with AICHR representatives and ASEAN-ACT on the first draft of the training guide and incorporate feedback as appropriate.
- > Conduct a training simulation session to be attended by AICHR representatives and

ASEAN-ACT.

- > Incorporate inputs and feedback gathered during the training simulation session prior to final review and approval.
- > Support AICHR and ASEAN-ACT in the delivery of the training.
- > Work consultatively with representatives of AICHR and ASEAN-ACT to review any existing materials in developing the training guide.
- > Other duties as requested.

Expected Outputs

The consultant is expected to deliver the following outputs:

- > Inception report containing a work plan, outline of the training modules, training methodology/approaches and other complementary materials.
- > A training guide that comprises of modules, facilitator guide that contains step for trainers including PowerPoint presentations, resources pack for participants, etc. in English.
- > Participant manual in English.
- > Validation and finalisation workshop or meeting, after the delivery of initial virtual training in November 2021.

Reporting Requirements

- > The consultant will report directly to AICHR Indonesia as the implementing agency for the project and ASEAN-ACT ASEAN Program Director to provide regular updates and share expected delivery results for review and inputs. AICHR Indonesia and ASEAN-ACT ASEAN Program Director will provide timely comments on the consultant's work and address any request by the consultant within a reasonable timeframe.
- > The consultant will determine their final work schedule, outline and methodology at the beginning of the assignment. The work schedule will set clear deadlines for the completion of each expected deliverable.

Selection Criteria

Essential:

- > At least 5 years of professional work experience in design and development of curricula, interactive training modules, and supporting materials for practitioners, including experience in designing case studies and mock scenario examples to be used for practical training.
- > Demonstrable track record in conducting successful workshops and training for relevant stakeholders working in counter-trafficking, labour migration, or other relevant social issues, especially within Southeast Asia.
- > Experience of interactive/innovative training approaches engaging frontline responders and/or TIP cases handling, including e-learning methodologies.
- > Good knowledge of victim-centred and gender sensitivity approaches especially within the human trafficking context.
- > An excellent understanding of trafficking in persons, labour migration and related social issues within the ASEAN region.
- > Strong analytical, verbal, visual communications and report writing skills in English, including ability to present complex processes and concepts clearly to cross cultural audiences.

Desirable:

- > Previous experience in developing training materials on counter-trafficking.
- > ASEAN national or proficiency in an ASEAN language or experience in the region will be highly regarded.

- > Previous experience working with ASEAN
- > Knowledge and experience of Australian Government-funded development programs and reporting requirements.

Qualification:

- > Tertiary degree in public policy, law, international development or related field.

How to Apply

Send an email to recruitment@aseanact.org with:

1. A one-page cover letter, which describes how your skills and experience are applicable to the selection criteria;
2. Curriculum vitae; and
3. The words 'Training Guide Consultant for the Human Rights Approaches on TIP Cases Handling' in the email subject.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality and culture. Individual from minority groups, indigenous groups, people with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.