

## **TERMS OF REFERENCE**

**ASSIGNMENT TITLE:** A consultancy assignment to develop a comprehensive training manual for the protection of victims of trafficking.

**TYPE OF CONTRACT:** External Consultancy Firm/Team

**TIMING OF ASSIGNMENT:** 40 working days

**COMMISSIONED BY:** IOM Lesotho

### **INTRODUCTION**

Within the framework of project titled “Supporting Lesotho in VoT Protection and TiP Prosecution” funded by the US Government, IOM plans to develop a comprehensive manual for protection of victims of trafficking for protection actors. This manual will specifically contribute to delivering **Outcome 3.1.: All VoTs receive protection and immediate support by the trained facilities (“Home”) using survivor-centred and trauma-informed approach in 10 districts; Activity 3.1.1. Develop user-friendly training manual tailored to social workers and protection actors, civil society** is intended to contribute to creating well-capacitated protection actors who will generate skills in provision of protection to Victims of Trafficking. The manual will combine technical and practical knowledge and skills for protection actors XXX which may include; information on understanding human trafficking, and provision of direct assistance to victims of trafficking (VoTs) includes shelter, medical assistance, mental health and psychosocial support, legal advice, and reintegration support, among others.

IOM welcomes submission of interest to this assignment from individuals or consulting firms. The time envisaged for the development of the manual is set to be over a period of 40 days.

### **ABOUT THE PROJECT**

The project titled “Supporting Lesotho in VoT Protection and TiP Prosecution” aims to achieve three (3) objectives, namely, (a) to strengthen law enforcement and judiciary capacities to respond to TIP through identification, intelligence gathering, investigation and prosecution,

(b) Law enforcement, justice and civil society at national and district level to improve information exchange, reporting and collaboration in TIP prosecution and (c) to enhance access to justice and comprehensive survivor-informed, trauma-informed services including obtaining legal identify for Victims of Trafficking (VoTs). IOM has been implementing this Project from 3 August 2023 to 31 January 2026 managed by IOM partnering with Government of Lesotho and NGOs.

## **2. BACKGROUND & JUSTIFICATION**

Despite the significant progress made in TiP response, there are still crucial needs to strengthen victim protection and TiP prosecution in Lesotho. Over the years, Lesotho has achieved a lot in prevention and awareness creation of TiP crimes. However, there remains a limitation to protect VoTs. The development of this training manual will be a major step in the effort to standardize responses to trafficking and strengthen protection services to identified victims of trafficking in the Lesotho context. VoTs have many, varied needs, including repatriation, medical and mental health, and psychosocial and livelihood support. Limited resources and inadequate understanding of the range of services that survivors may need often result in insufficient assistance for survivors in the critical weeks and months immediately after victims' trafficking experiences. Comprehensive services, which may include medical and mental health care, legal assistance, safety planning, and housing, can support a victim's recovery and ability to transition successfully to a new life. This manual will be designed to provide government departments, non-governmental organizations (NGOs) and shelter staff involved in the care of VoTs with practical guidance towards an understanding of their short- and long-term needs and in considering appropriate approaches to caring for VoTs within a human rights framework.

## **3. PURPOSE AND SCOPE**

The purpose of the consultancy assignment is to develop a comprehensive training manual on protection of victims of trafficking. A capacity assessment will need to be conducted prior to development of manual to inform the development of context-specific, needs-based,

tailored made training modules. This manual will draw on and expand on the information, standards, and procedures established in the IOM Handbook on Direct Assistance for Victims of Trafficking.

### **3.1. Scope of work and expected outputs / deliverables:**

- Undertake desk research and analyse all the necessary documents/training modules, training materials to fully understand the context/ situation in Lesotho and existing training materials available for protection of victims of trafficking: legislative framework for counter-trafficking and victim assistance, including international, regional and national instruments (i.e. conventions, protocols and laws).
- Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions This can be done through workshop or interviews or a combination of both.
- Carry out a “capacity Gap” analysis to identify gaps in the trainings being imparted on anti-Trafficking in Persons. Map out the issues and identify the priorities in line with the objectives of the project. This should include consultations and meetings and key informant interviews with relevant stakeholders (Government, UN agencies, NGOs, CSOs etc.) working on Trafficking In Persons Interventions.
- Facilitate a validation workshop
- Produce a well-written and comprehensive training needs assessment report based on the above, including recommendations for: selection of training sites/venues; · schedule for training; · identify key resource persons; · participants; · Post -training evaluation and impact assessment. This should also include a Resource Directory of all the relevant Government Departments / Ministries, NGOs / Academic Institutions with focal points.
- Based on this assessment, develop a comprehensive manual (in English) to guide protection of victims of trafficking.
- Conduct validation workshop. This may include generating feedbacks from key experts.

- Work in close collaboration with IOM Project team in conducting one dry run Training of Trainers (TOT) using the developed manual.

### **3.2. DELIVERABLES AND TENTATIVE TIMELINES**

This will be an external independent assignment. IOM requires a well-established consultancy firm/team with extensive experience in this area.

The expected deliverables of the assignment are:

- One Training Needs Assessment meeting completed and report submitted, the report should include desk review, situation report, stakeholders and gap analysis.
- Comprehensive training manual, with a three to five days training curriculum.
- One TOT workshop completed and reports submitted, including post-training evaluation and impact assessment.

### **3.3. ROLES AND RESPONSIBILITIES OF PARTIES**

**The Successful Consultancy Firm/Team or individual (s) will:**

- Be responsible for finetuning the methodology and creating a shared agreement of the proposed approach and protocol; designing the various data collection tools; carrying out data collection and analysis; developing a draft and submission of a final deliverables and accompanying documents.
- Work closely with IOM Lesotho Project Management Team for the Project and the Regional Thematic Specialist for Protection and by extension the Chief of Mission (CoM) of Lesotho who will ensure technical and administrative support is provided for the assignment.

**The IOM's Project Management Team will:**

- Provide ongoing assignment's technical and quality assurance support as well as supporting the Project Manager in coordinating the exercise.
- Be responsible for providing all logistical support required for the execution of the assignment including but not limited to introducing the assignment, its purpose and

the consultancy firm to the different identified participants in advance and acquiring their early consent to participate in the assignment, making appointments in time for virtual or physical interviews or discussions; arranging for transport and other related arrangements for consultancy team where necessary; following up and reminding participants of agreed appointments, required documentation or information and

- Provide inputs/comments to the various deliverables on time

### **3.4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**The successful Lead consultant should have the following qualifications and experience:**

- A post-graduate or equivalent qualification/ degree in Law, Criminology, Human rights, Political Science, Development Study, Humanities, or any other relevant discipline.
- At least 5-7 years of prior work experience in the field of training, trafficking in persons, human rights etc. especially in the regional and international context.
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training.
- Relevant regional and international experience will be an added advantage.
- Excellent writing, editing, and oral communication skills in English.

The assignment seeks to identify experts that fulfil the above criteria and have demonstrated ability of involving key stakeholders to provide relevant expertise and bring a wider perspective in development of the manual.

### **6. INDICATIVE TIMEFRAME**

The assignment will be conducted between February 2024 and March 2024. The below is an indicative timeframe to undertake this assignment. Interested applicants are invited to include in their proposal a proposed timeline of activities and consulting days that ensures

finalization by the stated dates. The ability to deliver comprehensive and quality work within a realistic timeframe and budget will meet favourable consideration.

	Deliverables	Duration
1	Inception Meeting with IOM officials to discuss the next step for the evaluation	15 March 2024
2	Submit draft inception report with includes the methodology and the workplan and incorporate IOM's inputs	20 March 2024
3	Submission of Draft training needs assessment Report and draft manual for IOM Inputs	05 April2024
4	Submission of the final report and training manual that has incorporated IOM inputs	23 April 2024

## 7. ASSIGNMENT AND TIMELINE

The evaluation is expected to start from 15<sup>th</sup>March 2024 and should have been finalized by 23 April 2024.

## 8. APPLICATION PROCEDURE

Interested candidates should submit their proposal (both technical and financial proposal) **not exceeding 10 pages**. The technical Proposal should outline the proposed methodology and list of tools to conduct the assignment, a short bio of the consultancy team and any other individual to be involved in the assignment directly or indirectly demonstrating their experience, qualifications and suitability against the requirements above. It would be advantageous if a list or samples of similar assignments conducted in the past are provided to support your application with references. The proposal should also have a suggested tentative timeline of key activities. Candidates who demonstrate ability to deliver quality

work within reasonable time and cost will be highly considered. The financial proposal should indicate the daily consulting fee charged, the number of consulting days proposed, any other costs and the grand total amount for your application (in US Dollars).

Full proposals to be submitted via email to [lesothoadmin@iom.int](mailto:lesothoadmin@iom.int) by 15<sup>th</sup> February 2024. Only shortlisted applicants will be contacted.

Applications should contain:

- Cover Letter
- Technical Proposal
- Financial Proposal
- Detailed Curriculum Vitae of lead and team members if applicable
- Proof of previous related work e.g. links to previous assignments, reports; sample written work etc