

IOM Ref. No.:

IOM Project Code:

LEG Approval Code:

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| **Terms of Reference (Annex A)** | |
| Title of the position: | **National Consultant to conduct training on Human Rights and Ethical Recruitment** |
| Classification: | **Consultant** |
| IOM Project, to which the project is contributing: | **“Asia Regional Migration Programme” funded by the U.S. Department of State Bureau of Population, Refugees, and Migration (PRM USA)** |
| Start date: | **February 2020 (exact date TBD)** |

**Objective:** to develop and present sessions focusing on the overview of the main challenges in recruitment and the ethical aspects associated with fair recruiting of migrants, as well as Corporate Social Responsibility aspects during the **25-26 February** “**Labor Migrants Recruitment and Orientation Training”** in Bishkek, Kyrgyz Republic.

**Target:** to deliver the presentations within the two-days “Labor Migrants Recruitment and Orientation Training”in Bishkek, Kyrgyz Republic, 25-26 February 2020 on the current situation regarding:

* Labor exploitation of migrants;
* General principles for fair recruitment: Human Rights and Business;
* Corporate Social Responsibility.

**Tasks to be performed under this contract:**

1. Design the presentations within two-days interactive training program on Human Rights and Ethical Recruitment (25-26 February 2020) and submit it to IOM for approval;
2. Develop training materials for 35 participants (PRAs, private companies; NGOs; labor inspectors) and submit it to IOM for approval before 7 February 2020;
3. Deliver presentations on: Labor exploitation; General principles for fair recruitment: Human Rights and Business; Corporate Social Responsibility on 25-26 February 2020;
4. Conduct pre and post questionnaire among training’s participants, elaborate the results and submit to IOM not later than 1 week after the training.

**Tangible and measurable output of the work assignment:**

1. Training’s sessions are developed and conducted;
2. Participants’ evaluation of the training is conducted, and the training’s outcome document report is submitted to IOM.

**Expected delivery dates and progress timeline:**

1. Trainings sessions and presentations are elaborated and submitted to IOM for review by 7 February 2020;
2. Workshop sessions are developed and conducted on 25-26 February 2020;
3. Group work and discussions are facilitated on 25-26 February 2020;
4. Participants’ evaluation of the training is conducted, and the training’s outcome document report is submitted to IOM by 6 March 2020.

**Technical and behavioral requirements:**

* Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
* Correctly frames migration issues within their regional, global, and political context;
* Ability to travel within Kazakhstan and CA region.

**Technical and behavioral requirements:**

* Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
* Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM;
* Effectively applies knowledge of migration issues within organizational context;
* Correctly frames migration issues within their regional, global, and political context;
* Willingness to travel within Kazakhstan and CA region.

**Performance indicators:**

* Timely and high-quality submission of project’s outputs;
* Successful conduct of relevant sessions of the training;
* Balance of theory and practical information in developing relevant group sessions and delivering of the workshop;
* Effective facilitation and coordination of the group work and discussions of the participants during the training and afterwards until the project outputs indicated above are achieved;
* Acceptance of the feedback from the IOM Project Management Team;
* Compliance with IOM House style Guidelines;
* Compliance with IOM Data Protection Principles.

**Education, experience and qualifications:**

* Advanced University Degree in Political Science and/or other relevant field with at least 5 years of relevant professional experience;
* Effective training skills and ability to work with and attract the audience;
* Excellent understanding of migration and gender issues and related challenges;
* Experience in working at or with international organizations;
* Experience in liaising with government authorities and diplomatic missions, as well as with international institutions;
* Experience of working with and/or familiarity with IOM and its project implementation principles is an asset;
* Strong analytical, writing, presentation and interpersonal skills.

**Language skills:**

* Russian – professional;
* English – is an advantage.