



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

Position Title	Shelter Personnel Training Consultant
Duty Station	Accra, Ghana
Contract Period	01 April – 30 April 2019

BACKGROUND

Human trafficking is a severe violation of human rights and dignity and affects the physical and psychological well-being of victims, their families and communities. It undermines national security and impedes the sustainable development of the country.

Survivors of human trafficking often face major problems to reintegrate into society and their home communities. They confront rejection and stigmatization, psychological and medical disorders, the lack of employment and re-trafficking. The crucial support includes assisted return and sheltering, medical examination and treatment, socio-psychological counselling and legal assistance, vocational training and economic empowerment, and is aimed at overall physical, psychological, mental recovery and social wellbeing.

A safe, secure, respectful and welcoming environment is a critical step in obtaining these maximum benefits. The approach of staff, who are aware of the issue of trafficking in human beings, is fundamental to a successful recovery.

The Government of Ghana has committed its efforts to prevent trafficking in persons (TIP) and protect the victims of trafficking through the adoption of the 2017 – 2021 National Plan of Action for the Elimination of Human Trafficking (HT) in Ghana (NAP) and the institutionalization of Standard Operating Procedures (SOPs) to Combat HT in Ghana, with the emphasis on child trafficking in October 2017. In Jan – Feb 2019 the Ministry of Gender, Children and Social Protection set up a shelter for female adult VoTs and appointed the shelter personnel to address the trafficking consequences and risks of TIP survivors.

A new IOM - J/TIP project “To strengthen the Government of Ghana’s capacity to provide services for adult VoTs and prevent TIP in targeted sectors” aims, inter alia, to support the operation of the state shelter for female adult victims of trafficking (VoTs) and build the capacity of the shelter personnel to respond to the needs of the shelter beneficiaries and provide them with the comprehensive rehabilitation and reintegration assistance.

PURPOSE

Under the overall supervision of the Project Manager, the Consultant would be expected to lead a three-day non-residential training for the adult shelter personnel, including other staff members within the Ministry of Gender, Children and Social Protection (MGCSP). The purpose of the consultancy is to empower the personnel with both theoretical knowledge and practical tools to comprehensively address the needs of adult victims of human trafficking in line with international standards. The training should be anchored in the internationally recognized best practices as outlined in the IOM Handbook on Direct



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Assistance for Victims of Trafficking, for example. At the same time, the training content should be context specific to Ghana's legal framework and capacity of social service workers with relation to addressing human trafficking.

The training will consist of three blocks covering 1) shelter administrative issues, 2) direct assistance to victims of trafficking and 3) supervision/intervision/self-help support. The training will be held in Accra. The dates of the training are 16 – 18 April 2019. Through this initiative, a minimum of 15 participants will receive training on comprehensive direct assistance. Before the training begins, the Consultant in coordination with IOM Project Manager will draft training materials and presentations, including an agenda, syllabus, pre/post knowledge assessment, course evaluation form, case studies, etc.

The training will include, but not limited to, the following thematic areas:

- Standards of sheltering: capacity/staff, shelter hours/admission, security rules, shelter Code of Conduct;
- Shelter residents' rights and obligations;
- Data Protection principles;
- Supervision/intervision and burnout;
- Understanding of TIP (international and national);
- Sheltering the VoTs: aim, fundamental principles, purpose.
- Attitudes, values and assumptions related to sexual exploitation/forced prostitution.
- TIP push and pull factors. Root causes and consequences.
- Principles of direct assistance to VoTs. Gender-sensitive and victim-centered approach.
- Types of assistance provided in shelter: counselling individual/group, medical/psychological, recreational, legal, etc.
- Reintegration assistance: types, objectives, sustainability;
- First meeting and interview: WHO ethical and Safety Recommendations for Interviewing Trafficked Women;
- Follow up monitoring;
- Vicarious trauma;
- Supervision/intervision and burnout

The Consultant will prepare a training report and submit it to IOM for review no later than one week after the training ends. This report will include a summary and key observations during the training, as well as recommendations for the upcoming trainings.

TIMEFRAME, TASKS AND DELIVERABLES

Under the direct supervision of the Project Manager in Accra, the consultant will provide the following *deliverables within* the specified timeframe:



Prt.	Date	Task	Deliverables
1	08 – 12 APR	Curriculum Development: Draft, coordinate and finalize three-day curriculum in coordination with IOM Ghana	<ul style="list-style-type: none"> 3-day training agenda, syllabus (handouts and readings), pre and post training knowledge assessment surveys, course evaluation forms, training presentations/materials, case studies, budget and checklists <i>(to be submitted to IOM by 15 APR)</i>
2	16 – 18 APR	Accra: Lead one three-day training for a minimum of 15 participants, including adult shelter and DSW personnel	<ul style="list-style-type: none"> Completed survey forms Completed evaluation forms <i>(to be submitted to IOM by 18 APR)</i>
3	24 – 30 APR	Accra: Draft a training report and share with IOM for finalization	<ul style="list-style-type: none"> Final Training report <i>(to be submitted to IOM by 30 APR)</i>

QUALIFICATION:

- Master’s degree in Social Sciences, International Law or a related field from an accredited academic institution with seven years of relevant professional experience;
- Relevant experience in management and coordination of the work of the shelter for victims of trafficking for sexual exploitation
- Experience in provision of direct assistance to victims of trafficking and sexual and gender-based violence;
- Clear knowledge of national legal frameworks to address human trafficking in Ghana
- 7 years of experience in conducting trainings in the area of human rights protection for various stakeholders, including the governments officials and NGOs, social workers, etc.
- Familiarity with the context of human trafficking in Ghana, including prevalence and incidence in different forms and country specific manifestations;
- Excellent interpersonal and communicational skills



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NEGOTIATIONS

The aim of the negotiation is to reach agreement on all points and sign a contract.

Negotiation will include: a) discussion and clarification of the TOR; b) discussion and finalization of the activities to be completed, services to be provided, facilities and equipment to be used, and work plan proposed by the consultant; c) consideration of appropriateness of qualifications and pertinent compensation, number of work-days and the staff to be assigned, the schedule of activities (work plan); d) discussion of the financial proposal submitted by the consultant; and f) provisions of the Contract.

IOM shall prepare minutes of the negotiation which will be signed both by IOM and the applicant and be the integral part of the Contract.

To complete negotiations, IOM and the applicant shall sign the agreed Contract. If negotiations fail, IOM shall invite the second ranked applicant to negotiate a contract. If negotiations still fail, IOM shall repeat the process for the next-in-rank applicant until the negotiation is successfully completed.

APPLICATION PROCEDURE

Interested candidates should send **their CV** as well as **technical** and **financial proposals** for the assignment to accravacancies@iom.int **by 15 March 2019**, indicating in the subject of the e-mail "**Shelter Training**".

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