



Open To External Candidates Only

Reference No. : **CFCV/ID10/2024/048 REISSUED**
Position Title : **Consultant – Development of Standardized Screening Form and Visualized Flow Diagram to Identify Victims of Trafficking in Person in Indonesian Waters under the STREAM Project**
Duty Station : **Jakarta**
Duration of Contract : **4 months**
Type of Appointment : **Consultancy**
Estimated Start Date : **As soon as possible**
Closing Date : **19 July 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

External candidates will be considered for this vacancy. This is a request for Curricula / **Consultant – Development of Standardized Screening Form and Visualized Flow Diagram to Identify Victims of Trafficking in Person in Indonesian Waters under the STREAM Project**. The success candidate will be offered Consultancy Contract. *Applications from qualified female candidates are encouraged.*

1. Background

Since September 2023, IOM Indonesia, through the Immigration and Border Governance (IBG) unit, with support from the U.S. Department of State’s Bureau of International Narcotics and Law Enforcement Affairs (INL), has been implementing a two-year project titled ‘**Transcending Borders: Strengthening Coordination, Detection and Management of Migration-Related Transnational Organized Maritime Crime in Indonesia**’ (STREAM Project). Officially launched in a multi-stakeholder consultation meeting on 4 March 2024, the STREAM Project was established in accordance with national priorities, the UN Sustainable Development Goals and IOM strategic frameworks.

The STREAM Project’s primary objective is to support the Government of Indonesia (GOI)’s efforts on enhancing multi-agency coordination and capacities in combating migration-related transnational organized crimes (TOC) in Indonesian waters, including Trafficking in Persons (TIP) and Smuggling of Migrants, with the involvement of maritime security agencies, academics, coastal communities, and other relevant stakeholders.

With regard to the project implementation, IOM intends to conduct the development of a standardized screening form and visualized flow diagram to identify TIP cases occurred in the maritime context and further refer the identified case to the respective government institutions for follow-up assistance. The standardized screening form for TIP's victim identification purpose will be developed by tailoring the existing one to include new indicators that may capture specific circumstances in the maritime domain.

As a continuation of the development of the screening form and flow diagram, IOM will socialize and test those toolkits through tabletop exercises with relevant stakeholders in the national level and three (3) provinces (Riau Islands, North Sulawesi and Maluku), with further adjustments to be made, if any, following the exercise.

2. Nature of the consultancy

Under the direct supervision of Programme Manager (PM) of IBG Unit, and in close coordination with the Counter-Trafficking Unit and IBG Unit of the mission, the consultancy will contribute to the implementation of the STREAM Project through the development of a standardized screening form and visualized flow diagram to identify victims of TIP in Indonesian waters.

3. Tasks to be Performed Under This Contract:

The consultant will be responsible to conduct the following assignments:

- a. Develop a new standardized screening form to identify TIP's victims in Indonesian waters, including reviewing, analysing, and adapting the existing IOM Screening Form and/or other relevant existing screening forms as a benchmark to the new screening form, as well as identifying which parts of the existing IOM Screening Form need modification/alteration in order to target potential TIP's victims at sea, in observance of the results of consultation meetings with relevant stakeholders in the national and provincial level.
- b. Establish a visualized flow diagram in observance of the results of consultation meetings with relevant stakeholders in the national and provincial level.
- c. Facilitate and lead tabletop exercises in the national and provincial level to socialize and test the developed standardized screening form and visualized flow diagram, along with all relevant stakeholders, and prepare and submit the activity report to IOM project team.
- d. Revise or make further adjustments to the screening form and flow diagram by incorporating any input collected from the previous tabletop exercises.
- e. In coordination with National Project Officer of IBG, discuss and liaise with relevant government agencies and/or any other party during the development of screening form and flow diagram as deemed necessary.
- f. Ensure smooth implementation of all activities and supporting other tasks as deemed necessary, which will include but are not limited to coordination of activities and events to ensure the project delivery, such as facilitating training/meeting/workshops/interviews/focus group discussions (FGD) (as relevant) in coordination with IOM project team.

The consultant needs to provide a detailed methodology for the proposed activities, with the following considerations:

Tabletop exercises in the national level (Jakarta) and three (3) provinces (Riau Islands, North Sulawesi, and Maluku)																	
Submission of the final draft of the screening form and flow diagram																	

The consultant will determine his/her final work schedule at the beginning of the assignment with the approval of IOM project team. The work schedule will set clear deadlines for the completion of each expected deliverable.

6. Performance indicators for evaluation of results

The quality, target, and detail of the work performed as established above as well as compliance with agreed delivery dates.

7. Remuneration and Terms of Payment

The fee for this consultancy will be determined and negotiated based on the experience of the consultant. It will be paid to the bank account indicated by the consultant with the following instalment for the period August – November 2024:

- The first instalment in the amount of 20% of the consultancy fee shall be paid upon the submission of methodologic tools development.
- The second instalment in the amount of 50% of the consultancy fee shall be paid upon (i) the submission of first draft of the screening form and flow diagram and (ii) the completion of the four (4) tabletop exercises in the national level (Jakarta) and three (3) provinces (Riau Islands, North Sulawesi and Maluku), including the development of materials and facilitation and the production of activity report of the four (4) tabletop exercises.
- The third instalment in the amount of 30% of the consultancy fee shall be paid upon the submission of final and endorsed screening form and flow diagram.

8. Reporting Lines (Type of supervision that will be provided)

The consultant will work under the direct supervision of the IOM Indonesia’s Programme Manager (IBG), and in coordination with the Counter-Trafficking Unit. The PM will ensure to provide timely comments on the consultant’s work and address any consultant’s request (i.e., additional information, government contacts, etc.).

IOM Indonesia will assist the consultant in:

- Sharing any existing IOM materials relevant to the subject matter in accordance with IOM data protection principles.
- Provide input and review of the developed screening form and flow diagram.

9. Consultant’s Workplace

The consultant is expected to be working from home while all the necessary interviews with the relevant stakeholders and data collection will be conducted in-person/through online meeting platforms. The consultant is also expected to come to the IOM Indonesia office, when requested,

for meetings and coordination purposes, and with potential travels in targeted areas, as highlighted in the following section. Preferably based in Jakarta, Indonesia.

10. Travel Required

Travel will be likely required during the consultative/coordination meetings in targeted areas related to information gathering/data collection for the development of the screening form and flow diagram and the tabletop exercises to socialize and test the screening form and flow diagram. IOM will administer the travel cost and DSA of the consultant, based on IOM's guidelines and policies.

11. Qualifications or Specialized Knowledge/experiences required:

The proposed consultant(s) should have following competence.

- Bachelor's degree in law, Social Science, or Public Policy with a minimum of 8 years of experience in the development sector and specific experience in developing legal review or research report, particularly in the subject area of trafficking in persons, or
- Master's degree in social science with 5 years of experience.
- Have a thorough understanding of issues pertaining to trafficking in persons, border management, maritime security, particularly migration-related TOC in the maritime settings, and knowledge of the Indonesian context and humanitarian assistance is required.
- Good command of data collection and interviewing techniques.
- Excellent time management skills and ability to produce outputs as per agreed deadlines.
- Experience in working with relevant governmental and non-governmental institutions and senior representatives in charge of maritime security issues and implementation in Indonesia would be a distinct advantage as well as previous experience working in an international organization.
- Experience in the development of screening form and/or flow diagram and delivery of training would be an advantage.
- High proficiency in the use of Word and Excel applications.
- Excellent presentation, oral, and written communication skills and have strong analytical, verbal, and report writing skills in Bahasa Indonesia and English.

Language: Fluency in English and Bahasa both oral and written is mandatory.

12. Required documents

The consultant will need to submit a technical and financial proposal in **ENGLISH**. Each submission must include the following:

- Technical Proposal with a detailed profile of consultant (education, certification, previous work experience), methodology, proposed work plan/module outlines, sample of output used in each phase and processes of implementation, sample of previous work (report/training module).
- Financial Proposal listing all costs associated with the assignment in local currency (IDR). In particular, the financial proposal should itemize the following:

- Consultancy fees including additional supporting resources person per day/activity.

13. General Terms and Condition

Consultants should not assign, transfer, pledge, sub-contract or make other disposition of the consultancy contract or any part thereof, or of any of the consultant's rights, claims or obligations under the consultancy contract except with the prior written consent of the IOM, in conjunction with HRM. Therefore, only in limited circumstances, when approved in advance.

14. Evaluation

The technical proposals of Individual consultant shall be evaluated based on the following criteria and sub-criteria:

(i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment:

	<u>Points</u>
a) Candidate qualification & competence (education, certification)	(5)
b) Experience (previous experience & sample of previous work)	(10)
c) Knowledge of the candidate on the project (relevancy of the proposal)	(5)
Total points for criterion (i):	(20)

(ii) Adequacy of the proposed methodology and work plan in response to the Vacancy Notice

	<u>Points</u>
a) Methodology and Framework	(10)
b) Work plan	(10)
Total points for criterion (ii):	(20)

Only candidate whose proposal having minimum score of technical proposal 25 (point (i) and (ii)) will be invited to present & clarify the proposal in an interview.

(iii) Interview

(a) methodology & time frame	(20)
(b) consultant experiences & background	(20)
(c) presentation & clarification to the submitted proposal	(20)

Total point of Technical Proposal & Presentation (points (i), (ii) and (iii)) (100)

The final assessment will be considered based on the following points:

- Technical Proposal & Presentation – 80 %
- Financial – 20 %

Combine Score	:	(Technical Proposal & Presentation x 80%)	+	{	$\frac{100 \times \text{the lowest financial proposal amongst the candidates}}{\text{the Price of the Financial Proposal under consideration}}$	X 20%}
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The consultant achieving the highest combined technical and financial score will be invited for negotiations.

15. How to apply

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date, followed by your **updated curriculum vitae / resume**.
- b) Complete the Personal History Form which can be downloaded at the following link: <https://indonesia.iom.int/sites/g/files/tmzbd11491/files/Personal%20History%20Form.xls>
- c) Detailed curriculum vitae and minimum three referees (preferably direct supervisors).
- d) Please submit other required documents as mentioned in point 12 and please find below template of technical and financial proposal.

Please submit your application through email to rindonesia@iom.int indicating the reference code above **CFCV/ID10/2024/048 REISSUED** as subject. The deadline for applications is **19 July 2024**. The previous applicant no need to reapply. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

Only applicant who meets the above qualification will be considered

Posting period:

From 12.07.2024 to 19.07.2024

Technical Proposal Template

- 1. BACKGROUND**
- 2. OBJECTIVES**
- 3. SCOPE OF CONSULTANCY**
- 4. FRAMEWORK AND THEORY**
- 5. METHODOLOGY**
- 6. SAMPLE OF OUTPUT**
- 7. SAMPLE OF PREVIOUS WORK/REPORT/MODULE (AS ANNEX)**

8. ACTIVITY WORK SCHEDULE

A. Type of Activities														
No.	Activity/Work Description	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th h	11th h	12th h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports		Date
1.	Inception Report	
2.	Interim Progress Report (a) First Status Report (b) Second Status Report	
3.	Draft Report	
4.	Final Report	

Financial Proposal Template

SUMMARY COST

Costs	Currency	Amount(s)
I – Remuneration Cost		
II - Reimbursable Cost		
Total Amount of Financial Proposal ¹		

¹ Indicate total costs to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in Technical Proposal and [Breakdown of Costs by Output/Activity](#) .

A. Breakdown of Costs by Output/Activity

Group of Activities (Phase):¹ <hr/> <hr/>	Description:² <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ³		
Reimbursable Expenses ³		
Subtotals		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in [ACTIVITY WORK SCHEDULE](#).

² Short description of the activities whose cost breakdown is provided in this Form.

³ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in [Breakdown of Remuneration per Activity](#) and [Breakdown of Reimbursable Expenses](#).

B. Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Individual Consultant requested by Client/IOM]

Name of Activity ¹	Daily Rate	Number of Days	Cost per activity

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in [ACTIVITY WORK SCHEDULE](#).

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C. Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Individual Consultant for services requested by Client/IOM]

Description ¹	Unit	Unit Cost ²
1. Workshop resources person		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc		
5. Equipment, instruments, materials, supplies, etc		

¹ Delete items that are not applicable or add other items

² Indicate unit cost and currency.