

ASEAN-AUSTRALIA COUNTER TRAFFICKING Terms of Reference

Recovery and Reintegration Program for Trafficked Persons (RRPTP) Program Manual Review and Training Manual Development Consultant

Deadline for applications

5PM Manila time, 28
November 2021

Position

Recovery and Reintegration
Program for Trafficked
Persons (RRPTP) Program
Manual Review and Training
Manual Development
Consultant

Position status

National

Duration

Maximum number of input days
of 60 days between January–
April 2022

Remuneration

ASEAN-ACT remuneration
framework.

Reports to

Country Manager –
Philippines

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
'RRPTP Manual Review and
Training Manual Development
Consultant' 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 human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

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

The Anti-Trafficking In Persons Act of 2003 (RA 9208) as amended by the Expanded Anti-Trafficking in Persons Act of 2012 (RA 10364) provides that the Department of Social Welfare and Development (DSWD) shall implement rehabilitative and protective program for trafficked Persons. This mandate is concretised through the implementation of the Recovery and Rehabilitation Program for Trafficked Persons (RRPTP) nationwide.

In line with the Supreme Court's Mandanas-Garcia ruling and pursuant to Executive Order no. 138 s. 2021, the DSWD is gearing up for the full devolution of certain functions of the Executive Branch to the Local Government Units (LGU) including the RRPTP. The identified social welfare development services will entail development of a

comprehensive process to come with a reference material in understanding the program to be facilitated by the LGUs particularly the RRPTP.

The DSWD, through the Program Management Bureau in coordination with the Social Welfare and Development Bureau (SWIDB), is currently updating and enhancing the RRPTP program manuals to incorporate current systems and effective mechanisms in the context of national government devolution and to design and implement capacity building programs and initiatives aimed at providing technical assistance to the program implementers at the DSWD Field Office and Local Government Unit (LGU) level.

To support the finalization of the enhanced RRPTP manual and development of training manual, DSWD PMB and SWIDB requires the support of Consultant/s.

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.

Objectives

The objective of the RRPTP Consultant is to support the DSWD-Social Welfare and Development Technical Working Group (SWD-TWG) in the review and updating of program manuals and the development of the training manual. Specifically, the Consultant shall:

Program Manual

- > Review the existing draft program manuals, RRPTP-related DSWD guidelines/policies other existing references along anti-trafficking in persons, community-based recovery and reintegration approaches and strategies
- > Incorporate victim identification, protection, and evidential issues on online sexual abuse and exploitation of children and other dimensions relating to TIP in the manuals and materials
- > Ensure that contents are aligned with the ASEAN Convention Against Trafficking in Persons, Especially Women and Children (ACTIP), specifically Articles 14 and 15, and other relevant international laws and principles on victim protection and assistance, and incorporate these where needed.
- > Incorporate identified community-based recovery and reintegration issues of trafficked persons
- > Incorporate survivor-centric and human rights-based approaches on managing TIP cases, including gender sensitive, social inclusion and victim rights principles, as well as principles on trauma-informed care and child-sensitive handling of minors in TIP cases
- > Work in collaboration with counterparts and organizations of the same spheres of concerns, specifically, those whose work revolve around anti-trafficking issues
- > Ensure Philippine references and terms are appropriate for the specific relevant contexts
- > Incorporate other areas which may later be identified

Trainers' Manual

- > Design, develop and pre-test a Trainers' manual, a package of capability-building materials including learning modules (user copy and facilitator copy) and its necessary inclusions like presentation decks, evaluation forms, among others.
- > Work in collaboration with counterparts to enhance their capacity to develop and modify the modules and/or sessions based on the emerging knowledge gaps of their intended learners
- > Incorporate appropriate adult learning principles

Areas of Responsibility

Under the direction of the ASEAN- Australia Counter Trafficking (ASEAN-ACT) Country Manager – Philippines, and ASEAN-ACT Team, the Consultant will work closely with

the Program Management Bureau (PMB) and Social Welfare Institutional Development Bureau (SWIDB) of the DSWD.

The Consultant will be responsible for undertaking preparatory and presentation meetings, including consultations as required, which may include but are not limited to:

- > Consultations with the concerned PMB units and/or cluster groups to develop and/or finalize the design, mechanics and flow of activities identified for the purpose of this project or engagement
- > RRPTP implementers in the Field Offices (FO) and organizations that also implement related programs to update and enhance the existing Program Manual for RRPTP
- > Consultations with the ASEAN-ACT country team and technical directors
- > Rollout Trainers' Training to FO and LGU counterparts
- > Content curation for the manual on RRPTP including but not limited to: e-course curriculum, e-course program, e-course design, e-course modules, session guides, M&E instruments, e-course materials and facilitation guide/facilitators' notes; E-learning Course Manual for the Trainers with the PowerPoint presentation slide deck for each session; E-learning Course Manual for the Participants (workbook) including but not limited to processing or reflection guides, individual exercises, tests or quizzes
- > Development of methodology, activity design, facilitation guides for the writeshops or workshops to be held on agreed dates including but not limited to:
 - > Oversee processes and time allocation as designed
 - > Preparation of PowerPoint presentations for the activities (e.g. writeshops, meetings and rollout trainings)
 - > Documentation, collection and collation of outputs of activities conducted (e.g. meetings, consultations)
 - > Analysis of outputs
 - > Packaging the outputs as reports
 - > Work closely and provide inputs to the instructional designers and content developers with regards to the development of e-learning tools/materials
 - > Facilitate consultations and workshops to test and refine the e-learning tools/materials.
 - > Review and provide inputs on the scripts, storyboards, audio-video presentations (AVPs) generated as part of the e-course materials.
- > Conduct validation workshop before final submission with the DSWD.
- > Rollout Trainers' Training to FO and LGU counterparts.

Expected Outputs

The hired individual/organisation is expected to deliver the following outputs within the timeline:

- > Inception report including description of the consultancy process & approach
- > Final report of the project engagement
- > Electronic and ready-to-print/publication-ready copies of the following:
 - > Updated Program Manual on RRPTP
 - > Manual for Trainers with the PowerPoint presentation slide deck for each session, including Training and Facilitation Plans
 - > Manual for the participants (workbook) including but not limited to processing or reflection guided, individual exercises, tests or quizzes.

Reporting Requirements

- > Proposed workplan with stated timelines and deliverables, including other documents

- as necessary
- > Submission of regular progress updates to the Country Manager- Philippines

Selection Criteria

Qualifications and experience:

Applicants should have qualifications below. This applies to both an individual or to the individual or team of designers/developers who may be deployed for this project by an entity/company

- > Ability to work with senior government officials, especially those in the justice and social welfare agencies
- > Demonstrated knowledge in developing modules, curriculum, and conducting/facilitating training programs
- > Demonstrated competence in conducting and facilitating consultations and workshops
- > Extensive experience in community-based recovery and reintegration approaches and strategies of TIP victims in Philippines context
- > Ability to write high quality written materials including formal reporting.

Desirable:

- > Experience in case management, gender-responsive approaches, trauma-informed care, social inclusion in the context of TIP
- > Knowledge of national, regional, and international instruments in relation to TIP and VR-GESI principles
- > Skills in the editing and formatting of document to a high standard, especially official or legal documents.
- > Ability to work with diverse groups, government and non-government entities
- > Experience engaging with the Department of Social Welfare and Development in terms of module development
- > Extensive experience in working with international development partners.

How to Apply

Send an email to recruitment@aseanact.org with:

- > A one-page cover letter, which describes how your skills and experience are applicable to the selection criteria;
- > Curriculum vitae; and
- > The words 'RRPTP Program Manual Review and Training Manual Development Consultant' 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.