

## ASEAN-AUSTRALIA COUNTER TRAFFICKING

### Terms of Reference

## DILG Manuals Training Plan Lead Consultant

#### **Deadline for applications**

5PM Manila time,  
12 June 2022

#### **Position**

DILG Manuals Training Plan  
Lead Consultant

#### **Duration**

Maximum number of input  
days: up to 60 days between  
July - November 2022

#### **Reports to**

Country Manager –  
Philippines

#### **Location**

Homebase and travel  
required within Philippines

#### **Remuneration**

To be negotiated based  
on skill set and  
experience.

#### **Performance Management and Reporting Framework**

Program reporting  
framework

#### **Contact details**

Queries relating to this  
position should be  
directed to  
[recruitment@aseanact.org](mailto:recruitment@aseanact.org)

It is essential that you  
quote “DILG Manuals  
Training Plan Lead  
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 combat trafficking in persons in our region. The program supports ASEAN member states to strengthen justice responses to human trafficking, while opening new partnerships with allied government agencies, civil society and business to safeguard and advance the rights of victims of trafficking. ASEAN-ACT engages all 10 ASEAN Member States in some capacity and pursues national-level programming in Cambodia, Lao PDR, the Philippines, Thailand and Vietnam. The program is establishing operations in Indonesia and our programming in Myanmar has been on hold since February 2021.

#### **Program Outcomes**

The overarching goal that ASEAN-ACT contributes to is that ASEAN member states 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:

- > EOPO1: ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
- > EOPO2: ASEAN member state justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
- > EOPO3: ASEAN member state 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**

ASEAN-ACT has capacity development partnerships with the National Barangay Operations Office (NBOO) of the Department of Interior and Local Government (DILG) to strengthen local government units’ (LGUs) counter trafficking in persons (CTIP)

### **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.

policies and programs. The NBOO has requested ASEAN-ACT to support the capacity building of LGUs, initially through a roadshow to promote three manuals that have been developed by the DILG with technical support from ASEAN-ACT: the Anti-Violence Against Women and their Children and Anti-Trafficking in Persons Roadshow Manual; the Operationalization Manual for Local Committees on Anti-Trafficking in Persons and the Violence against Women and their Children (LCAT VAWC); and the Drafting an Anti-Trafficking in Persons Ordinance Manual.

The roadshow will target end users of these three manuals, primarily local government officials involved in the management of trafficking and violence against women and children cases.

### **Objective**

Working under the supervision of the ASEAN-ACT Country Manager – Philippines and ASEAN-ACT team, the Consultant will design training and facilitation plans for the delivery of the three DILG training manuals mentioned above and develop other tools to support the capacity development roadshow.

### **Target users**

DILG-NBOO central office staff, technical working group (IAC-VAWC and IACAT) DILG regional and field focal persons, and other identified trainers by the NBOO.

### **Areas of Responsibility**

The Consultant will be responsible for:

- > Undertaking preparatory meetings, including consultations as required, including but not limited to:
  - o Consultations with NBOO and Inter Agency Council Against Trafficking (IACAT) and Inter Agency Council on Violence Against Women and Children (IAC-VAWC) partners to develop the training design, workshop details, mechanics, and flow for each DILG manual.
  - o Undertake preparatory and consultative meetings with NBOO to finalize the training plan.
  - o Consultations with ASEAN-ACT team members.

Development of methodology, design, and facilitation of 'write shops'/workshops to be held on agreed dates, including but not limited to:

- > Develop an appropriate timeline and schedule for the delivery of the workshops Preparation of PowerPoint presentations for the 'write shop'
- > Documentation, collection, and collation of outputs
- > Analysis of outputs.

The Consultant shall deliver to ASEAN-ACT the final form of the outlined Expected Outputs (see below). In developing the final outputs, the Consultant shall:

- > Review the existing DILG resource materials;
- > Assess and determine the training needs of the NBOO and the technical working group;
- > Incorporate appropriate adult learning principles, including a 'learning by doing' in the training plan;
- > Incorporate the ASEAN Convention on Trafficking in Persons, Especially of Women and Children (ACTIP) in the training plan as relevant;
- > Incorporate the implementation of the Mandanas-Garcia Ruling on the devolution of national programs and strengthening of LGU programs on CTIP in the training plan;
- > Incorporate the possible changes in the local and national government level brought about by the May 2022 elections in the training implementation and delivery;
- > Incorporate victim-centric and human rights-based approaches in trafficking investigations and prosecution; including gender sensitive, social inclusion and victim rights principles, as well as principles on trauma informed care and sensitive handling of minors in TIP cases;
- > Preferably, provide required and new knowledge to counterparts to encourage acceptance of necessary changes and processes advised by the ASEAN-ACT team;
- > Work together with ASEAN-ACT to support the development of NBOO's capacity to deliver the training;
- > Ensure Philippine references and terms are appropriate for the specific relevant contexts; and
- > Incorporate other areas which may later be identified.

### **Expected Outputs**

The following should be conducted within the timeline:

- > Training Needs Assessment for the NBOO and other partners
- > Finalized training plan accepted by NBOO and ASEAN-ACT for the:
  - Anti-Violence Against Women and their Children and Anti-Trafficking in Persons Roadshow Manual
  - Operationalization Manual for Local Committees on Anti-Trafficking in Persons and the Violence against Women & their Children (LCAT VAWC)
  - Drafting an Anti-Trafficking in Persons Ordinance Manual
- > **Finalized electronic and ready-to-print/publication-ready copies of the following:**
  - Conduct training of trainers (TOT) for the NBOO and other partners.
  - Training design for the 3 DILG resource materials
  - Training tools, PowerPoint presentations, and other instructional materials.

### **Qualifications**

- > Demonstrated knowledge in the design and delivery of training and facilitation plans and workshops;

- > Ability to work with senior government officials, especially those in the national and local government agencies;
- > Technical background in CTIP and VAWC in Philippine context
- > Ability to write high quality written materials including reports in English;
- > Established competencies in Information and Communications Technology (ICT) e.g. Teleconferencing platforms.

#### **Desirable**

- > Experience in CTIP and VAWC program implementation as frontliner and/or supervisor;
- > Well-established network in the Philippine CTIP and local government sector;
- > Background knowledge of Philippine local government legislation system;
- > Experience in working with international development partners;
- > Knowledge of regional instruments in relation to CTIP; and
- > Skills in the editing and formatting of document to a high standard, especially official or legal documents.

#### **How to Apply**

Send an email to [recruitment@aseanact.org](mailto:recruitment@aseanact.org) with:

- > Cover letter (1-page max.) Applicants should clearly indicate evidence of relevant practical experience in development of training materials in relation to this assignment;
- > Curriculum vitae (individual); and
- > The words 'DILG Manuals Training Plan Consultant-Philippines' 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.