



Funded by the
European
Union



Co-funded
by France



Implemented
by Expertise
France

LEARNING EXPERTISE TERMS OF REFERENCE

FOR THE PROJECT:

Support the fight against human trafficking in the states of the Gulf of Guinea

Project name	Support the fight against human trafficking in the states of the Gulf of Guinea
Contract number	T05-EUTF-SAH-reg-12-01
Location	Gulf of Guinea: Côte d'Ivoire, Ghana, Guinea, Nigeria, Togo, Benin
Donor	European Union Trust Fund for Africa (Côte d'Ivoire, Ghana, Guinea, Nigeria): 17.4 million EUR Co-funding Expertise France (Togo, Benin): 600 000 EUR
Sector	Migrations, Human trafficking, Human rights
Beneficiaries	Inter-ministerial bodies against human trafficking and national ministries in the six countries; Victims of trafficking or at risk, potential and identified victims (women, men, girls and boys); Civil Society Organisations and community organisations.
Duration	48 months
Project dates	11 January 2019 – 10 January 2023
Project language	French, English
TOR subject	Learning expertise (72 days) October 2021 – February 2022: <ul style="list-style-type: none"> • Package 1: literature review and synthesis of studies conducted in the project • Package 2: lesson learning from experience of institutional capacity building



Table of contents

Table of contents.....	2
1. Project context	3
1.1. Human trafficking in the Gulf of Guinea	3
1.2. “Support the fight against human trafficking in the states of the Gulf of Guinea” project	3
2. Goal and objective.....	4
2.1. Rationale.....	4
2.2. Use.....	Erreur ! Signet non défini.
2.3. Target users	4
2.4. Objectives	5
3. Methodology	5
3.1. Scope and sources	5
3.2. Inception.....	6
3.3. Data collection and analysis	6
3.4. Deliverables	7
4. Workplan	8
5. Procedure for submitting an offer	9
5.1. Required profile.....	9
5.2. Offers content	9
5.3. Offers submission	9

1. Project context

1.1. Human trafficking in the Gulf of Guinea

Human trafficking means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion for the purpose of exploitation (sexual exploitation, forced labour, etc.). It is a gross violation of human rights and dignity. Human trafficking is also one of the most lucrative forms of organized crime, led by globalized criminal networks.

It is estimated that 75% of migratory movements in West Africa occur within the region. The geographic area includes several major intraregional corridors facilitating migratory flows (legal or illegal) where migrants are exposed to multiple forms of abusive practices, primarily sexual exploitation or forced labour. Human trafficking in the region has both a national and transnational dimension.

1.2. “Support the fight against human trafficking in the states of the Gulf of Guinea” project

The project overall objective is to “*Contribute to the fight against human trafficking in the Gulf of Guinea*”. Final beneficiaries are victims of trafficking or at risk, potential and identified victims (women, men, girls and boys). The project aims to support the authorities and civil society in six Gulf of Guinea countries (Guinea, Ivory Coast, Ghana, Togo, Benin and Nigeria) in tackling human trafficking. The region is characterized by crossborder and circular trafficking: these are countries of origin, transit and destination for victims of trafficking (VoTs). In order to do so, it implements four components:

Components	Specific objectives	Direct beneficiaries
Component 1 Institutional and operational consolidation, and preventive actions	Specific objective 1 Increasing the legitimacy, leadership and operational capacities of the competent inter-ministerial bodies (and their regional offshoots) via structural, organizational support and targeted prevention initiatives	State and institutional partners Civil Society Organisations and community organisations
Component 2 Law Enforcement	Specific objective 2 Increasing the criminal justice system’s ability to tackle human trafficking	State and institutional partners
Component 3 Protection of victims	Specific objective 3 Securing qualitative and quantitative improvements of common and specialised services accessible for VoTs	Civil Society Organisations and community organisations State and institutional partners
Component 4 Regional cooperation	Specific objective 4 Stimulating cross-border cooperation and launching cooperation programmes pursuant to current bilateral and regional agreements, in partnership with ECOWAS	ECOWAS State and institutional partners Civil Society Organisations and community organisations

The project team consists of a coordination team based in Abidjan, Côte d'Ivoire, a national team in each country (one person for Togo / Benin), and a team at headquarters in Paris, France.

To date, implementation has focused on building foundations for action, with an aim to make the intervention sustainable, as well as the implementation of activities:

- **Institutional partners** in each country benefit from capacity building activities (training and material support) and development of their strategy, technical support (expertise), development of new tools or strengthening of existing ones.
- **Legal chain stakeholders** (police and justice personnel) are trained.
- **Civil society organizations (CSOs)** benefit from grants for the care and reintegration of victims of trafficking and from a plan to strengthen their capacities. They will be integrated into the national referral mechanism currently being defined, which will bring together institutional and civil society actors.
- **Victims of trafficking** have started to be referred and to benefit from care.
- **Studies and assessments** were conducted in several countries, including:
 - Studies on legal chains and trafficking in persons, validated during workshops which took place from April to June 2021. A follow-up plan for these recommendations will be put in place.
 - Institutional analyses of national coordination mechanisms (Guinea and Nigeria);
 - Studies on awareness-raising and information policies and awareness-raising campaigns in the countries, on the hotlines (toll-free number for reporting cases of trafficking) and their use, their capacity and audience, and on the assistance and compensation funds for victims, beneficiaries and effects;
 - Statistical stakeholders mapping;
 - National referral mechanisms' mapping;
 - An analysis on data protection of victims / perpetrators / accomplices / witnesses during the follow-up of cases of trafficking.

2. Goal and objective

2.1. Rationale

Package 1: literature review and synthesis of studies conducted in the project

Various studies were carried out since the start of the project, constituting a database provided with information relating to the baseline situation of the project. In view of the challenge and the complexity of the project (duration of four years, substantial budget, multi-country and multi-actor intervention, with a holistic multi-sector approach), it seems necessary to synthesize this information, by theme and by country, in order to make them intelligible, disseminable, to draw lessons from them, and thus to promote their use by the project team in particular.

Package 2: lesson learning from experience of institutional capacity building

In its inception phase, the project focused on strengthening national institutional actors involved in the fight against trafficking in human beings, and first and foremost interministerial bodies for the fight against trafficking (National Committees of fight against trafficking). We now have enough hindsight to learn lessons from this experience.

2.2. Target users

Primary users are the project team, national partners (state and civil society institutions), Expertise France (field and headquarters teams), donors (European Union Emergency Trust Fund and French ministries), and international institutions (ECOWAS, embassies, etc.).

Secondary users are all stakeholders concerned or interested in the issue of trafficking in human beings in the Gulf of Guinea.

Particular attention will be paid to the work of selecting information that can be made public.

2.3. Objectives

Package 1: literature review and synthesis of studies conducted in the project

The general objective of this package is to provide an overview of the baseline context of the project in regard to its four components and the countries of intervention. The specific objectives are diverse:

- To ensure ownership of the assessments and studies already carried out in the project;
- To synthesize the knowledge identified on the project to make it accessible;
- To provide a vision of the context and the challenges in each country;
- To enrich a basis for reflection for exchanges with stakeholders, which already exists in the description of the action;
- To constitute a synthetic basis of analysis for the development of future projects.

Package 2: lesson learning from experience of institutional capacity building

The overall objective of this exercise is to learn from the experience of the project in terms of institutional strengthening. The specific objectives are diverse:

- To identify good practices and lessons learned from this experience;
- To identify enabling factors and obstacles, and show commonalities between countries and national variations;
- To continue, replicate the action according to best practices;
- To correct, improve the action according to the lessons learned;
- To strengthen the sustainability of the project;
- To enhance the experience of the project through communication on lesson learning.

3. Methodology

3.1. Scope and sources

Package 1: literature review and synthesis of studies conducted in the project

The literature review and synthesis work will cover the following documents:

- Assessments and studies carried out in the project (see table below),
- Monthly project monitoring data by country,
- Results and recommendations from the intermin evaluation (report scheduled for October 2021), ROM evaluation of the project,
- Additional documents to be identified during the start-up phase.

	C1 Institutions	C2 Laws	C3 Protection	Transversal
TOGO		• Legal chain study	• Stakeholders mapping and MNR	
BENIN		• Legal chain study		
GUINEA	• Awareness-raising and communication policy study • Hotline assessment • Institutional assessment of the national committee for the fight against human trafficking	• Legal chain study	• Statistics stakeholders mapping and MNR	
GHANA	• Awareness-raising and communication policy study	• Legal chain study	• Stakeholders mapping and MNR	

COTE D'IVOIRE	<ul style="list-style-type: none"> • Awareness-raising and communication policy study • Gestion des données Statistiques (cartographie et solution informatique) 	<ul style="list-style-type: none"> • Legal chain study 	<ul style="list-style-type: none"> • Stakeholders mapping • Compensation fund 	
NIGERIA	<ul style="list-style-type: none"> • Institutional assessment of the national committee for the fight against human trafficking 			
REGION				<ul style="list-style-type: none"> • Study on bilateral and regional agreements • Study on data protection

Package 2: lesson learning from experience of institutional capacity building

Lesson learning covers the experience of the project and more specifically the action to strengthen national institutions, in particular national anti-trafficking committees (component 1).

3.2. Inception

An inception meeting will be held remotely by videoconference in order to set the framework for the mission, in particular in terms of timetable, deadlines, and sharing of all the necessary documents.

Additional initial scoping interviews will be conducted if necessary.

3.3. Data collection and analysis

Package 1: literature review and synthesis of studies conducted in the project

The consultant's work will be based mainly on a **literature/documentary review** of existing data (see the documents covered in section 3.1), so no primary data collection is to be expected. The consultant will apply the literature review methodology, which should be described in the technical offer.

This will imply a strong appropriation of the documents by the consultant, in order to provide a summary and a comparative and cross-country analysis. To ensure ownership, interviews with members of the project team may be conducted after identifying the need during the inception phase.

A workshop for the presentation of country summaries will be organized after validation of the deliverables. Particular attention should be paid to recommendations on the dissemination of deliverables.

Package 2: lesson learning from experience of institutional capacity building

Learning questions will be defined by the project team during a brainstorming session in September 2021 before the start of the consultancy. The interim evaluation (report expected in October 2021) will take up these proposed questions in its recommendations and supplement them if necessary. These learning questions identified upstream will be provided to the consultant as a starting point for their work.

On this basis, the consultant will prepare a learning workshop (including collective intelligence) in order to learn from project stakeholders' experience and collect good practices and lessons learned relating to learning questions previously identified. This session will take place on the sidelines of a regional workshop scheduled for the last quarter of 2021 in Abidjan, Côte d'Ivoire, which will bring together all relevant stakeholders of the project. If the workshop cannot take place face-to-face due to the context, an alternative scenario for conducting the online session must be included in the technical offer. The

consultant will be in charge of facilitating this session, collecting and analysing data. In the technical offer, bidders must present the collective intelligence and lesson learning tools that they think they will use for this kind of session. The results of this workshop will be presented in a creative deliverable (see 3.4) which can then be used by the project team for information, education and communication (IEC).

3.4. Deliverables

Package 1: literature review and synthesis of studies conducted in the project

The deliverables consist of 1 general synthesis report and 10 summary sheets, i.e. one synthesis sheet per component 1, 2, 3 and 4 (four summaries), and one synthesis sheet per country (six summaries). Finally, a feedback deliverable will support the presentation of the deliverables during the feedback workshop.

The deliverables must be submitted in Word format written in French, and translated into English. A preliminary version of the deliverables will be submitted to the project team for comments, then a final version will be submitted for final validation.

The deliverables must be educational and pleasant to read, containing eye-catching graphics and visuals and with a careful design.

Package 1 deliverables	Main content	# pages	Deadline
Deliverable 1: General synthesis report	Educational and visual presentation of the main results, conclusions and recommendations of the assessments and studies, presented by component of the project	30	31/01/2022
Deliverables 2: 4 components synthesis sheets 2.1 C1 sheet 2.2 C2 sheet 2.3 C3 sheet 2.4 C4 sheet: regional study	Presentation of the main results, progress, challenges, conclusions and recommendations of the assessments and studies by country	10 maximum per sheet	31/01/2022
Deliverables 3: 6 country synthesis sheets 3.1 TOGO sheet 3.2 BENIN sheet 3.3 GUINEA sheet 3.4 GHANA sheet 3.5 RCI sheet 3.6 NIGERIA sheet	<ul style="list-style-type: none"> Context: country situation, evolution of the general context Challenges: added value of the project in the country Legal, strategic / political and institutional frameworks for trafficking in the country Actors, projects, interactions: project stakeholders, actors who have active projects and with whom the project has synergies, other EF projects in the area, etc. State of progress by component: monitoring of indicators, what the project has contributed 	12 maximum per sheet	31/01/2022
Deliverable 4:	PowerPoint presentation of deliverables	Free	31/01/2022

Package 2: lesson learning from experience of institutional capacity building

The deliverables will consist of the facilitation material for the learning workshop, and the creative deliverable to present results of the workshop. A preliminary version of the deliverables will be submitted to the project team for comments, then a final version for final validation. The deliverables must be translated into English.

Package 2 deliverables	Main content	# pages	Deadline
Deliverable 1: learning workshop facilitation material	Facilitation material to promote collective intelligence and the participation of all stakeholders, following the methodology of lesson learning from experience	Free	November 2021
Deliverable 2: learning presentation	This deliverable should not be a report, but a creative proposal for presentation of the results of the learning workshop that is fun, educational and graphic (diagram or drawing of the situation, problem tree / solutions, mind mapping, booklet of testimonials, etc.). This deliverable must be able to be used as an information, education and communication (IEC) support.	Free	31/12/2021
Deliverable 3: end of mission report	Internal document describing the methodology followed during the learning exercise, and integrating the elements of analysis that cannot be integrated into the learning presentation if necessary.	10 maximum	31/12/2021

4. Workplan

The consultancy will take place from October 2021 to February 2022, according to the indicative timetable presented below.

Activity	# indicative days	Dates	Location
Terms of reference publication		06/08/2021	Remote
Bid submission deadline		20/09/2021	Remote
Bid selection and contractualisation		Sept-Oct 2021	Remote
Package 1: literature review and synthesis of studies conducted in the project			
Inception	1	Oct 2021	Remote
Literature review	30	Oct-Nov 2021	Remote
Deliverables production	22	Dec-Jan 2022	Remote
Presentation	2	Jan-Feb 2022	Remote
Package 2: lesson learning from experience of institutional capacity building			
Inception	1	Octobre 2021	Remote
Learning workshop preparation	5	Oct-nov 2021	Remote
Workshop facilitation (+ travel)	3	Nov 2021	Abidjan, RCI
Learning presentation production	8	Nov-Dec 2021	Remote
<i>Total packages 1 et 2</i>	72 days		
<i>Total package 1</i>	55 days		
<i>Total package 2</i>	17 days		

5. Procedure for submitting an offer

5.1. Required profile

The consultant (or team) must have the following profile:

- Degree in the field of social sciences, international development, political science, or other relevant field
- Experience of at least 5 years in learning
- Excellent command of quantitative and qualitative data collection and analysis (conducting interviews, learning workshops, focus groups, surveys, etc.)
- Experience and knowledge of issues related to migration and the fight against human trafficking
- Excellent synthesis and writing skills
- Graphic sensitivity
- Excellent command of French (written / spoken) and English (written / spoken)
- Good knowledge of the Gulf of Guinea region, and specifically of the six countries of intervention specific contexts
- Package 1: excellent command of the literature review methodology and tools
- Package 2:
 - Excellent command of international development projects learning methodology and tools (including multi-country and remote)
 - Experience in capacity building and support for local authorities

5.2. Offers content

Bidders may send an offer for one of the two packages or for both packages. Offers proposing to implement the two packages will be favoured.

Offers should include:

- **A technical offer** including the understanding of the terms of reference and the work requested, the proposed methodology for data collection and analysis, the proposed timetable, as well as the list of similar works carried out (it would be appreciated to attach one or two examples)
- **A financial offer** including the daily rate and the number of days planned, the translation of the deliverables, the travel if necessary (package 2), and the terms of payment. The maximum amount allocated to this mission is 39,999 EUR (excluding tax). No additional costs will be covered by EF.
- **The CV of the consultant (or team)** demonstrating their abilities and experiences in the above-mentioned fields.

5.3. Offers submission

Offers must be sent by applying before September 20, 2021, 11:59 p.m. Paris time.

► Apply online through this link: <https://www.expertisefrance.fr/web/guest/on-recrute?redirected=2#page-cv---upload---vacancy---6817>