



TERMS OF REFERENCE

1. **Duty Station of the Consultancy:** Suva & Home - Based
2. **Duration of Consultancy:** June– August 2024
3. **Nature of the consultancy:** To conduct an assessment of police and relevant law enforcement agencies' capacities concerning technology-based trafficking, to propose recommendations and/or design solutions, in collaboration with IOM and relevant government counterparts.
4. **Project Context and Scope:** The consultancy is based on a project implemented by IOM in partnership with the Fiji Police Force and relevant state actors. The overall objective of the project is to strengthen states' capacities and enhance community awareness to prevent and respond to online or technology facilitated trafficking in Fiji and Vanuatu.
5. **Organizational Department / Unit to which the Consultant is contributing:** Migrant Protection - Strengthening States' Capacities and Enhancing Community Awareness to Prevent and Respond to Online and Technology-Facilitated Trafficking in Persons in Fiji and Vanuatu Project.
6. **Category B Consultants: Tangible and measurable outputs of the work assignment**
Category B Consultant hired to deliver a report on a three-installment payment basis:
 1. **First deliverable** – First Draft Assessment Report & Validation, with first iteration of online trafficking case management system.
(Deliverable by email by 26 July 2024 – 50%)
Tasks under this deliverable will include:
 - Submit an inception report, outlining methodology used in assessment.
 - Undertake an in-depth assessment of the existing IT structures of the Fiji Police Force including a comprehensive cyber risk assessment of relevant Units' virtual environment, focusing on potential vulnerabilities.
 - Analyse legislations and protocols governing criminal prosecutions and proceedings relating to cyber-trafficking and/or trafficking in persons. This should include current processes, SOP's and any related policies of the Fiji Police Force and relevant agencies.
 - Assess the national and international polices related to data protection, including data privacy, ethics, transparency, accountability, and informed consent, to provide an

operational framework for law enforcement to use information from information sources including open-source intelligence in human trafficking investigations in compliance with human right standards.

- Consult nominated police/government officers and/or parties to understand the roles and practices of police officers relating to reporting, investigation, and prosecution of cyber-trafficking/trafficking in persons.
- Draft report with findings from the assessment with recommendations and proposed action plan. Recommendation plan should include
 - A list of necessary equipment needed for a secure online reporting trafficking case management system for the Fiji Police Force.
 - Propose design and process workflow of the online trafficking case management system in consultation with Fiji Police Force and government stakeholders.
 - Develop online trafficking case management system in collaboration with stakeholders.
- Develop cybersecurity strategy for Cybertrafficking case management application and system.
- Facilitate a validation workshop for the assessment report and submit validation workshop report with final assessment report with recommendations.

2. **Second deliverable** – Final Assessment Report
(Deliverable by email by 16 August 2024 – 20%)

3. **Final deliverable** – Training with final iteration of the online trafficking case management system. (To be delivered before or by 30 August 2024 – 30%)

7. Performance indicators for the evaluation of results

- First Draft Assessment Report & Validation, with first iteration of online trafficking case management system. – (50%)
- Final Assessment Report – (20%)
- Training with final iteration of the online trafficking case management system.– (30%)

8. Education, Experience and/or skills required

- Master's Degree, in IT Systems & Business Management, Development Studies, Governance, Policing, Law or Social Sciences, with minimum 5 years of experience working with research, policy development or analysis, in the field of information technology, cybersecurity and business management.
- Demonstrated experience in research/assessments for IT Systems, analysis and business management. Cybersecurity speciality is an added advantage.
- In lieu of a Masters Degree, an undergraduate degree in IT Systems & Business Management, Development Studies, Governance, Policing, Law and Social Sciences with Minimum 8 years of experience working with research, policy development or analysis, preferably in the field of information technology and business management.
- Understanding of the Fiji and Pacific human trafficking context is an advantage.
- Experience in working with relevant government and non-governmental institutions and senior representatives in charge of counter trafficking in person policy and implementation/analysis would be a distinct advantage, as well as previous experience working in an international organization.
- Experience working in the Pacific region is preferable.

9. Travel required

Travel to Fiji will be required.

10. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

11. How to apply

Interested candidates are invited to submit their applications via email to sraisulu@iom.int by Friday, 3 May 2024 at the latest. Applicants must provide all the following documents within their application.

- CV (maximum three pages)
- Cover letter, including details of availability.

Only shortlisted candidates will be contacted.