

Terms of Reference (TOR)

Needs Assessment on Counter Trafficking-in-Persons (CTIP) in Iraq

Objective

Terre des hommes Lausanne (Tdh-L) is seeking a reputable consulting firm or individual to undertake a preliminary needs assessment in four target governorates in Iraq to guide its future Counter Trafficking in Persons (TIP) Interventions. Results from this needs assessment will be used to identify appropriate interventions as well as localities most at-risk of trafficking in persons and migration from which the project will select beneficiaries for the planned interventions.

Background

Iraq has faced various challenges in recent years, including armed conflict, displacement of people, and economic instability, which have created a conducive environment for human trafficking to thrive. These factors have exacerbated vulnerabilities and made individuals, particularly women, children, and migrants, more susceptible to exploitation. The protracted conflict and displacement have displaced millions of Iraqis, leaving them vulnerable to exploitation by these networks. Additionally, the presence of internally displaced persons (IDPs) and refugees, including Syrian refugees, has further strained resources and created opportunities for traffickers to exploit vulnerable individuals. Furthermore, weak law enforcement, corruption, and limited resources have hindered effective response and prosecution of traffickers, exacerbating the problem.

Iraq has made efforts to combat human trafficking by enacting laws and regulations to address the issue. The country ratified the United Nations Convention against Transnational Organized Crime (UNTOC) and its Protocol to Prevent, Suppress and Punish Trafficking in Persons. Additionally, Iraq has adopted the Law on Combatting Human Trafficking, which criminalizes various forms of trafficking and provides for the protection and support of victims. However, implementation and enforcement of these laws remain significant challenges due to capacity constraints, limited coordination among stakeholders, and ongoing security concerns. Improved cooperation between law enforcement agencies, judiciary, and civil society organizations is crucial to effectively address the issue and protect the rights of vulnerable individuals.

The purpose is to help Tdh-L gain a better understanding of the context of Iraq's counter trafficking efforts so as to accomplish four objectives:

- 1) Prevention: Enhanced national and local strategies implementation to prevent TIP
- 2) Protection: Strengthened protection system and implementation for TIP victims
- 3) Accountability: Increased accountability for TIP per perpetrators
- 4) Partnership: Established and improved partnerships to address TIP

Objectives of the Preliminary Needs Assessment

Before designing and implementing activities that seek to target persons at risk of trafficking, including returned migrants, a preliminary needs assessment is needed to map areas of greatest household vulnerability. Tdh-L is seeking a qualified firm or individual to conduct the needs assessment to provide a comprehensive understanding of the counter trafficking context in Iraq, identify most at-risk communities, gaps in primary prevention and protection services as well as prosecution.

The specific objectives of the needs assessment are as follows:

- To conduct a robust review of the available secondary literature (including but not limited to TIP 2024 Report, Situational Assessment of Labor Migrants in MENA) on the individual and household characteristics of those most vulnerable to trafficking in persons in Iraq
- To identify, review, and collate the readily available data (e.g. census,) related to the individual and household vulnerability factors to TIP in Iraq (e.g., poverty rates, source governorates for out-migration, returned COVID-19 migrants, single-headed households, average level of education, previous research on vulnerability factors in the country – individual, household, and community (kurdish and other ethnic minority groups)
- To conduct focus group discussions with vulnerable communities as well as key informant interviews with key government authorities, law enforcements, civil societies, INGOs, on national and local levels in the four governorates to identify needs, gaps, and opportunities.
- To map international and local actors involved in anti-trafficking programming in Iraq and duty bearers-governmental bodies.

Methodology

- Literature review on the context of Iraq including legal framework and policies
- Quantitative data:
 - **Identify potential quantitative secondary sources of data for the assessment.**
Secondary data collection through online research should be done in consultation with Tdh-L staff including quantitative sources
 - The secondary data should be complimented with household level surveys to fill in gaps when appropriate
- Qualitative data collection through focus group discussion and key informant interviews. Key informants and communities to be jointly decided with Tdh-L staff
- Data analysis and triangulation
 - Collected data will be analyzed accordingly, to produce a contextual understanding of existing challenges, needs, and gaps in protection, prevention and prosecution services
 - All soft copies of data (analyzed and Master sheet) will be provided to the Tdh-L team
- Final Needs Assessment Report (Final Deliverable)

The selected consultant/ firm will work with the Tdh-L Iraq team, especially the Child Protection Technical Coordinator and the Monitoring and Evaluation personnel to finalize the data points to be included in the needs assessment.

Deliverables:

- Inception Report including research design – protocol and tools (English and translated) **(due 5 days after contract signing)**
- Raw data collection (including secondary quantitative data)
- Draft Needs Assessment Report **(due 20 days after contract signing)**
- A Final Needs Assessment Report with the main text of maximum 35 pages excluding cover page, basic document information page, table of contents, abbreviations, executive summary, and annexes **(due 30 days after contract signing)**
- The final soft copy (in Word and PDF) of report will be provided to Tdh-L as final product that includes, but is not limited to, the following:

- 1) Cover Page
- 2) List of Acronyms
- 3) Table of Contents
- 4) Executive Summary - should be a clear and concise stand-alone document that gives readers the essential content of the report.
- 5) Body of the Report
 - An introduction containing the objectives of the SOW and a secondary literature review
 - Study framework and methodology - Describe the data collection methods used including schedule of activities, description of any analysis, and constraints and limitations of the research and evaluation process and rigor
 - Results, findings and recommendations including a list of recommended interventions as well as selection of target communities
 - Include all appendixes as described in the main report

6) PowerPoint Presentation **(due 30 days after contract signing)**

The consultant is expected to develop a presentation with the main findings, conclusions, and recommendations from the assessment and conduct a session Tdh-Iraq staff.

Ethics

The consultant is obliged to respect the following ethical and child protection requirements:

- **Conflict of interest:** The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders, target groups, types of methodologies or approaches, social, political, or religious prejudice.
- **Based on rights and ethics:** The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and Tdh's Child Safeguarding Policy. The study must ensure: appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal and confidentiality of participants. The informed consent of each person (including children) participating in data collection should be documented.
- **Respect** - We will **respect** the variety of children's experiences, cultural backgrounds and perspectives;

- **Beneficence** - We will promote the wellbeing and interests of children and ensure that the study **benefits** them.
- **Non-maleficence** - We will ensure that the study **does no harm**, either through action or omission, and puts in place measures to mitigate any possible harm to all participants, but in particular children.
- **Justice** - We will balance the burden of participating in the study and its' benefits to ensure there is **justice** for children.

Scope of Work

The selected firm/individual consultant will implement the following activities:

- Undertake a literature review of project documents, and other documents that are relevant to the CTIP activity to get acquainted with the program outline and indicators
- Undertake a literature review of vulnerability factors in Iraq
- Using data such as MICs, DHS, or other HHS, understand trends in governorates – poverty rate, out migration, education levels
- Design appropriate tool(s) as needed for data collection (household surveys, key informant interviews and focus group discussion)
- Conduct an analysis of data to result in a written report that identifies vulnerability factors, needs, challenges as well as gaps in services.
- Presentation of findings, conclusions, and recommendations

Submission Requirements:

Locally based and international firms/individuals that are interested in implementing this assignment are requested to submit a proposal. Applicant to ensure all the required permissions such as Visa, right to work in Iraq. **The estimated duration for the assignment is 30 days.** Each proposal should be typed in 12-point font and submitted no later than **5:00 pm Iraq Time on June 02, 2024.** The proposal submission should include each of the following sections in the specific order listed below in order to be considered for this consultancy:

- **Technical proposal (maximum of 2 pages)** The technical proposal should reflect how the applicant would undertake all the tasks in the Scope of Work (SOW). The applicant will provide a detailed plan of specific activities and timetable for carrying out the assignment and data collection and analysis activities. Also, the proposal should include a statement on how the consultant will ensure ethics and child protection in the process. This should also include consideration of any risks related to the study and how these will be mitigated.
- **Team Composition/Experience (maximum of 1 page)** The applicant shall list and briefly describe the name(s), qualifications and responsibilities of the staff proposed to work on the assignment. (CVs of proposed personnel should be included in an annex and not counted toward page limit). Experience on CTIP projects is preferred. Please include a list of past projects involving similar or related assignment within the last five (5) years. Reference information must include the location, a brief description of work performed,

value of the project, and contact with current telephone numbers and email addresses. Tdh-L reserves the right to contact these projects as an organizational reference in the selection process.

- **Work Plan (maximum of 1 page)** Propose the main activities of the assignment, their content and duration, milestones, and delivery dates of the report. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the SOW.
- **Financial Budget** The applicant shall propose a realistic cost estimate, for this assignment, including a line-item budget and budget narrative that justifies expenses. The budget shall include only those costs that can be directly attributed to the activities proposed (with explanation of line items).
- **Registration** needed for registered Firms or Associations.
- **Sign & Stamp** Term of References.
- **Payment Terms & Method is explained below.**

Please send all questions and the submission documents to: irq.tenders@tdh.org Each proposal should be typed in 12-point font and submitted no later than **5:00 pm Iraq Time on June 02, 2024.**

Payment Terms & Method:

Payment will be made through several installments:

- The first installment is 50% upon the submission and approval of the draft report.
- The second and final installment is 50% upon the submission and satisfaction of:
 - B A final report in English.
 - PowerPoint presentation with the main findings of the assessment in English.
 - Data collection tools and related materials.
 - All raw data and databases from primary data collection.
- **Payment Method:** exclusively will be Paid through Cheque or Bank transfer or Hawala.

Proposal evaluation and selection criteria

The evaluation of the proposals will be based on the following criteria:

<u>Evaluation type</u>	<u>Weight</u>
Technical Evaluation. This includes but is not limited to: <i>Appropriateness of the overall strategy and approach, appropriateness of the proposed sampling method and size, appropriateness of the proposed data collection methods, the proposed team is appropriate in size and the team members' qualifications for the assignment, timeline plan/work plan includes all the key steps of the study process and meets the deadlines specified in the ToR, description of how ethical, child protection and gender equality considerations will be taken into account in the study process, ...etc)</i>	60%
Financial Evaluation	40%