

TERMS OF REFERENCE:

Training Curriculum Designer

Terms of reference for a consultancy to package a training curriculum on labour migration and the protection of migrant workers in Europe

Location:	Home-based
Type of contract:	Individual consultancy contract (Category B, Level 2)
Duration of contract:	three months, July 2022 – September 2022
Estimated starting date:	15.07.2022
Estimated end date:	30.09.2022
Closing date for submission of application:	19.06.2022

The following is a call to carry out a consultancy for the International Organization for Migration (IOM) in the framework of the [Sustaining and Scaling Private Sector Engagement to Protect Migrant Workers in Europe](#) project. Under this project, IOM aims to **strengthen IOM’s capacity in the EEA region to engage the private sector in view of protecting migrant workers in supply-chains and to contribute to policy development in this area**. To achieve this, the project will a) develop the capacity of IOM staff to appropriately engage with the private sector in view of protecting migrant workers b) build the private sectors’ understanding of protection risks faced by migrant workers in supply-chain contexts and their capacity to address them; and finally, to c) foster transnational policy and practice exchange among European stakeholders – including policy makers and corporate stakeholders – to protect migrant workers in European supply chains.

Under this project the IOM Regional Office in Brussels rolled out an internal labour migration and the protection of migrant workers in Europe training to further build IOM staff’s capacity in the EEA region in view of deepening their knowledge, skills and competences in the area of labour migration and the protection of migrant workers.

The selected consultant will be responsible for transforming the existing training materials of the eight (8) modules training into a fully-fledged training toolkit that can be used for future roll-out of the training curricula.

1. Background

IOM identified the need to further build IOM’s internal capacity on labour migration and the protection of migrant workers, in view of deepening country office’s knowledge, skills and competences in this area. The training therefore provides in-depth insights on IOM’s thinking and work in the area of labour migration covering topics linked to: EU labour migration policy and legislation, ethical recruitment, the integration of migrant workers, the protection of migrant workers in supply-chain contexts, private sector engagement strategies, trafficking in human beings for the purpose of labour exploitation, and corporate governance processes to protect migrant workers in supply chains. The training builds on existing approaches developed under IOM’s [IRIS](#) and [CREST](#) programmes. The packaging of a training toolkit will ensure continuity of training and sustainability of capacity building efforts within the organization.

2. Description of the assignment

2.1 Objective	Provide professional service to design and package a training toolkit on labour migration and the protection of migrant workers in Europe based on the existing materials and previous roll out of the respective training.
2.2 Requested service and responsibilities	<p>The consultant is envisaged to provide professional service to complement and transform the existing training materials into a fully-fledged training toolkit composed of the following:</p> <ul style="list-style-type: none"> • Eight (8) modules (the curriculum); • Activity sheets • A facilitator’s guide <p>The existing training curricula includes the following modules:</p> <p>Module 1: INTRODUCING LABOUR MIGRATION CONTEXTS AND POLICIES Module 2: PROTECTING MIGRANT WORKERS IN SUPPLY-CHAIN CONTEXTS Module 3: PROMOTING THE ETHICAL RECRUITMENT OF MIGRANT WORKERS Module 4: FOSTERING THE INTEGRATION OF MIGRANT WORKERS IN THE EU Module 5: ENGAGING WITH THE PRIVATE SECTOR AND OTHER STAKEHOLDERS Module 6: DESIGNING NATIONAL ROADMAPS Module 7: COMBATting TRAFFICKING IN HUMAN BEINGS FOR THE PURPOSE OF LABOUR EXPLOITATION Module 8: ENHANCING CORPORATE GOVERNANCE PROCESSES TO PROTECT MIGRANT WORKERS IN SUPPLY CHAINS</p>
2.3 Deliverables	<p>The consultant is hired to deliver the following deliverables:</p> <ol style="list-style-type: none"> 1. Design a workplan and draft syllabus; 2. First draft of a training toolkit; 3. Final training toolkit; <p>The above deliverables should be submitted to IOM in electronic version, in MS Word. All deliverables under this assignment are written and edited in English.</p>
2.4 Location and Duration	<p>It is envisaged that the assignment will take maximum three (3) months.</p> <p>The assignment is envisaged to start on 15/07/2022</p> <p>The work will be home-based (no travel required).</p>

3. Required Qualifications, Skills and Language Requirements

- Proven experience of designing training curriculum for specific learning experiences;
- Demonstrated experience in the thematical area of labour migration and the protection of migrant workers;
- Proven experience in integrating participatory and interactive training elements, including for virtual training delivery;
- Theoretical and practical background in graphic design desirable;

- Excellent organization, research, communication and writing skills; analytical and creative thinking;
- Professional English language level.

4. Applications

This application is open to individuals. Applications should contain the following documents/information to demonstrate their qualifications:

- Expression of interest (no more than one page);
- Most updated CV with focus on required qualification as well as the contact details of at least two (2) professional references;
- Two (2) relevant works for the creation of a training toolkit, or related work.
- A breakdown of expected services and associated costs, without VAT for the completion of all deliverables.

Qualified and interested candidates are requested to **send their documents and offer** to the following address: mjammermann@iom.int by **19th June 2022**, referring to this advertisement.