

## Terms of Reference:

# Develop training modules for the Thailand CTIP Centre of Excellence

<b>Location</b>	Homebase, travel required within Thailand
<b>Duration</b>	6 months
<b>Supervisor / Manager</b>	Justice System Director, working closely with the Country Manager - Thailand
<b>Deadline for application:</b>	18 June 2023

## Terms of Reference Summary

This consultancy supports the establishment of Thailand's Counter Trafficking in Persons Centre of Excellence – a new initiative to establish a training centre and knowledge sharing hub for all counter trafficking actors in Thailand. The primary output from this project is the development of a comprehensive and cohesive training curriculum for counter trafficking actors in Thailand, including police, prosecutors, labour inspectorates, border guards and victim protection and support providers.

We are looking for a highly motivated, adaptive, and collaborative team with experience in developing professional learning and development curricula focused on countering trafficking in persons and forced labour from a rights-based perspective.

The consultancy team will have strong consultation and stakeholder management skills, and experience facilitating input from a wide range of actors to inform the development of strategy, policy or programming for government. The project will require strong Thai and English competencies and the ability to engage with, and incorporate feedback from, senior Thai government stakeholders.

## About DT Global

[DT Global](#) is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

## About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia’s long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

## Program outcomes

The overarching goal that ASEAN-ACT will contribute 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 together contribute to the achievement of this goal by 2028:

1. ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
2. ASEAN member state justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
3. 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 of the Consultancy

Thailand has made significant progress over the past decade in improving efforts to prevent and respond to trafficking in persons, including strengthening legislation to investigate, prosecute and adjudicate trafficking in persons cases; and strengthening identification, protection of and support for victims. Whilst coordination between relevant government agencies has improved, criminal justice and victim protection and support services are sometimes fragmented in nature, and inconsistent in their quality and application. An underlying reason for this is the ad hoc nature of training – in terms of both quality and content – provided across and within agencies. There is also a disparity between the capital (Bangkok) and provinces in terms of government officials’ capacity to identify, refer and support victims of trafficking, as well as to investigate and prosecute traffickers and their networks.

To address these capacity constraints and disparities, Thailand established a new Sub-Committee – Enhancing Competencies of Officials in Counter Trafficking in Persons in 2021. The Sub-Committee is mandated to (1) develop and implement a national competency enhancement training program for all agencies working to counter CTIP and related crimes, and (2) set up a specialised academy for this purpose over the long term. The sub-committee, with support from ASEAN-ACT, developed an initiative to improve the capacity of Thai officials in countering trafficking, which evolved into the proposal for the Counter Trafficking in Persons – Centre of Excellence (CTIP COE).

In 2022, the Royal Thai Government and the Australian Government developed a new partnership to enhance counter trafficking capacity. Australia’s Foreign Minister Penny Wong and Thailand’s Minister of Justice Somsak Thepsutin signed a Memorandum of Understanding (MoU) outlining Australia’s support to Thailand for the establishment of a Counter Trafficking in Persons Centre of Excellence (CTIP COE) in November 2022.

From June 2022 to December 2022, ASEAN-ACT commissioned a team of consultants to assess the coverage and adequacy of existing training provided to Thai officials with a role in countering trafficking, and to develop options for the development of the CTIP COE over the next five years. The scoping study recommended that a cohesive and comprehensive curriculum should be developed for Thai counter trafficking officials based on Thailand’s own legal, policy and institutional framework and drawing on local knowledge and expertise. The study also recommended that the counter trafficking

curriculum should be developed centrally but customised and delivered in selected provinces as well as in the capital, Bangkok. Over time, it was recommended that the CTIP COE be developed into a hub for knowledge exchange, innovation and partnerships, with the goal of becoming a regional, operational asset for the Southeast Asian region over the next five years.

ASEAN-ACT is seeking to engage a highly motivated, adaptive and collaborative team to develop a training curriculum for Thai counter trafficking actors which will form the basis of the first phase of the CTIP COE. The training content will be based on Thailand's legal, policy and institutional framework, as well as Thailand's regional and international obligations relating to trafficking in persons and forced labour.

## Consultancy Objectives

The objective of this consultancy is to develop a new training curriculum for all Thai officers deemed 'competent' under Thailand's Anti-Trafficking in Persons Act, drawing on the findings and recommendations of the scoping study for the CTIP COE. The new curriculum will be developed with and for Thai counter trafficking actors, considering and building on existing training provided by the Royal Thai Government, as well as training supported and delivered by non-government organisations and international development partners.

The CTIP COE curriculum will be designed to be delivered in Thai by a cadre of qualified trainers. The curriculum will be standardised for all competent CTIP officers and contextualised for selected provinces. The selected provinces for the first stage of the CTIP COE are Chiang Mai and Ranong. Both provinces are hotspots for trafficking in persons and forced labour in Thailand and were assessed as part of the scoping study for the CTIP COE.

## Key responsibilities

- Review existing literature, including training materials on trafficking in persons and forced labour currently available for Thai government officials provided by both government and non-government actors; relevant national and international legislation and policies pertaining to trafficking in persons and forced labour; and documents relevant to the development of the CTIP COE including the scoping study.
- Conduct a stakeholder analysis to identify key actors and their roles, responsibilities, interests and incentives in relation to the development of the CTIP COE.
- Convene a group of Thai experts with in-depth knowledge and experience in the identification, investigation and prosecution of trafficking in persons and forced labour and the protection and support of victims of trafficking to be key informants in the development of the new curriculum.
- Drawing on existing training materials both basic and specialised course from government, non-government and international development partners and the knowledge of local experts, develop a comprehensive competency enhancement course structure and modules (English and Thai) for Thai government officials, which covers the identification, investigation, and prosecution of trafficking and forced labour offences, and victim protection, support, recovery, reintegration and access to remedies.
  - The curriculum should integrate human rights-based approaches, victim-centred, gender-sensitive, child-friendly, trauma-informed and inclusive approaches to countering trafficking in persons.
  - The draft curriculum will be presented to the CTIP COE Joint Steering Committee (JSC), which comprises senior Thai and Australian Government stakeholders, and the CTIP COE Joint Executive Committee (JEC), which is primarily comprised of Thai government stakeholders.
  - The final version of the curriculum should incorporate relevant feedback from the JSC, JEC and ASEAN-ACT.

- Develop an approach and system for monitoring the effectiveness of the training for use by the management of the CTIP COE to inform learning and continuous improvement of the curriculum.

## Deliverables

The consultancy shall be executed within a maximum of 180 days commencing on the date of contract signature. The technical proposal shall include a detailed work plan. The following should be used as a guide.

Item	Deliverables	Timeframe
1	Inception report detailing work plan, timelines, methodology, approach to consultation and indicative training structure and high-level outline of the modules	20 days after signing the contract
2	Submission of draft curriculum in English and Thai including: <ul style="list-style-type: none"> <li>• learning modules for both core course and specialised courses</li> <li>• trainer-facilitator plan and detailed guide</li> <li>• PowerPoint presentations</li> <li>• group exercise, scenarios and any other materials required to support the delivery of the modules in English and Thai</li> </ul>	120 days after signing the contract
3	Submission of draft monitoring, evaluation and learning framework to support the rollout of the course curriculum.	150 days after signing the contract
4	Submission of: <ul style="list-style-type: none"> <li>• Final Curriculum in English and Thai.</li> <li>• Final monitoring, evaluation and learning framework to support the rollout of the course curriculum.</li> </ul>	180 days after signing the contract
5	Submission of final report including description of the consultancy approach, the development of the curriculum and monitoring, evaluation and learning framework, consultation process and testing of the curriculum and framework,	180 days after signing the contract

## Experience and qualifications

Organisations are encouraged to put forward a team with following experience and qualifications:

- Demonstrated understanding and experience (minimum of 7 years) in:
  - developing training curriculum and modules for adult learners in professional settings
  - knowledge and understanding of Thailand's laws, policies and institutional structures in relation to trafficking in persons and forced labour
  - Consultation, facilitation, and stakeholder management to inform the development of policies, plans or systems to be adopted by a government stakeholder.
  - Human rights-based approaches, gender-sensitive, victim-centred, child friendly, trauma-informed and inclusive approaches to countering trafficking in persons.
- Demonstrated understanding and experience of integrating gender equality, disability and social inclusion in developing training curriculum.
- Demonstrated strong planning and coordination skills and an ability to work with or coordinate a diverse group of professionals.

- Good interpersonal skills, with excellent command of English and Thai, written and spoken is mandatory.
- Demonstrated ability to work effectively with others, including strong experience in cross-cultural and international settings.
- Post graduate degree (or equivalent university degree and experience combined) in public administration, criminology, international relations, law, education, social sciences, or relevant field
- Knowledge and experience of Australian Government development programs is desirable.

## Evaluation Criteria

Technical proposals will be evaluated based on the technical and financial criteria indicated in the table below. Proposals must score a minimum of 50 points in the technical assessment to proceed to the financial assessment.

Item	Criteria	Maximum score
<b>Technical assessment</b>		
1	Responsive to the consultancy scope, objectives, and timeline	25
2	Relevant experience of the firm and proposed team members in conducting similar work	25
3	Proposed approach to developing the curriculum including conceptual framework	20
<b>Financial assessment</b>		
4	Cost proposal to complete the consultancy	30
	Total score	/100

## How to Apply

Send an e-mail to [recruitment@aseanact.org](mailto:recruitment@aseanact.org) indicating 'Developing training modules for the CTIP COE' in the e-mail subject, and attaching the following:

- **Cover letter** (1-page max) describing why the firm is suited to the consultancy.
- **Technical Proposal** (5-pages max) detailing the team's approach to developing the curriculum including a conceptual framework, approach to consulting with and convening local experts, and relevant experience working on similar consultancies.
- **Financial Proposal** (2-page max) detailing an indicative budget including human resources, travel for consultants, translation costs, management fee and any other relevant costs.
- **Curriculum Vitae for all team members** detailing relevant competencies, skill, and experience.
- **One writing sample** of similar work in English and Thai.

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.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation 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. We are committed to safety and the prevention of sexual abuse and harassment, 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 our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

