



## Annex 2 - TERMS OF REFERENCE

**FOR THE CONSULTANCY CONTRACT OF:** \_\_\_\_\_ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** Bishkek, Kyrgyzstan
2. **Duration of Consultancy:** 25 January – 15 March 2023
3. **Nature of the consultancy:** Hire two (2) consultants to conduct pre-departure orientation sessions in the Center for migrant workers from Kyrgyzstan to the United Kingdom
4. **Project Context and Scope:**

IOM will support the Government of Kyrgyzstan, in particular the Center for Employment Abroad under the Ministry of Labour, Social Welfare, and Migration in conducting pre-departure orientation (PDO) sessions in Kyrgyzstan for 500 migrants leaving for the UK. The sessions will be conducted at the Center for Employment Abroad (CEA) following specific pre-departure orientation materials developed and tailored for the UK. The pre-departure orientation materials will be developed to refer/include the GLAA<sup>1</sup> developed materials on migration to the UK in various languages, including Russian and Kyrgyz where possible. Hired consultants (two) will be working at the CEA to deliver the PDO sessions during the period of 1 February – 10 March 2023. Total number of sessions to be delivered will be clarified further.

5. **Objective:** Conduct pre-departure orientation (PDO) information sessions in cooperation with the project's government counterparts for the migrant workers with particular focus on the UK context. The PDO materials (developed and adapted to the UK context) will be provided to the hired consultants (2) and will include visa and registration procedures, rights and services for protection of rights, cultural orientation, overview of expected salaries and expenses/legal deductions, details on rights to access basic services in the UK, complaint and dispute-resolution mechanisms. The consultants will be based at the two branches of the CEA under the Ministry of Labour, Social Welfare and Migration in Bishkek and possibly in Osh (to be clarified) to conduct pre-departure orientation sessions for 500 migrants. The PDO sessions must be conducted both in Russian and, if needed, in Kyrgyz.

***Consultants will contribute to the achievement of the following project indicators:***

- Outcome Indicator 1.2. % of migrants surveyed who were aware of the migrant protection services within the project and how to access them (target: 60 of surveyed)
- Outcome Indicator 1.1. # of migrant who safely migrated to the UK (target 500 migrants from Kyrgyzstan)
- Output indicator 1.1. # of migrants reached through the PDO information sessions (target is 500 migrants from Kyrgyzstan)

6. **Organizational Department / Unit to which the Consultant is contributing:**

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<sup>1</sup> Gangmasters and Labour Abuse Authority of the UK, <https://www.gla.gov.uk/>

Programme department, in the framework of the project: TBD

## 7. **Category B Consultants: Tangible and measurable outputs of the work assignment**

Consultant are hired to deliver following tasks on a final payment basis:

1. **Final deliverable** – conducted PDO information sessions for 500 migrants (in Osh and Bishkek) (subject of acceptance and review of the documents provided by the Consultants to IOM proving the delivery of sessions)  
*Deliverable by March 10, 2023.*

### **Scope of services to be delivered:**

1. **Desk research:** review of the PDO materials developed and provided and consultations with the staff of the Center for Employment Abroad.
2. **Preparation process:** development of the necessary logistics, materials and templates for migrant workers that will participate at the PDO sessions including pre- and post- questionnaires to assess the needs of the migrants as well as relevant handouts that form part of the PDO materials (subject to coordination with the Center for Employment Abroad).
3. **Organization of the PDO sessions and distribution of materials:** Consultants must organize approximately 24 sessions (12 full days) for 500 potential migrant workers leaving for the UK, including development and coordination of the agenda according to the PDO material.
4. **Preparation of the reports and evaluation of the knowledge:** the Consultants have to provide monthly reports to IOM, indicating the progress of the PDO sessions, as well as the analysis of the pre- and post-tests conducted among the 500 participants (the reports and analysis of pre- and post- tests must include gender and age data disaggregation).

## 8. **Performance indicators for the evaluation of results**

1. Monthly reports on the progress of the PDO sessions (in Bishkek and Osh offices of the Center for Employment Abroad) in Russian or English.
2. Analysis of the pre- and post- tests, indicating at least X% of knowledge increase; target is 60% of surveyed have increased their knowledge post PDO sessions).
3. List of participants who participated in the PDO sessions.

## 9. **Education, Experience and/or skills required**

- Bachelor's or higher degree in Communication, Pedagogy or related field from a recognized institution;
- At least 5 years of working experience in developing and delivering training sessions
- Prior experience of conducting the PDO sessions, trainings for migrant workers;
- Extensive knowledge of labour migration context in Kyrgyzstan;
- Fluent in Russian and Kyrgyz, knowledge of English is an advantage.

## 10. **Travel required – within this assignment travel is required only to Osh.**

## 11. Competencies

### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

### 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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.