



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:** 15 October – 25 December 2022
3. **Nature of the consultancy:** Develop a pre-departure orientation manual for migrant workers from Kyrgyzstan to the United Kingdom
4. **Project Context and Scope:**

IOM is assisting the Government of the Kyrgyz Republic in supporting safe and orderly migration from Kyrgyzstan to the UK through services of preparation, capacity-building, and reintegration. The recruitment process has already begun, and the second cohort of seasonal workers has already arrived in the UK. It is imperative that the migrants' migration experiences are safe and orderly, from the recruitment process to employment, to return, in order to mitigate the risks of the process and to maximize the value of the experience for the livelihoods and benefits of migrants and their families, as well as for employers. Moreover, financial inclusion of migrants and their families and opportunities to invest their remittances towards sustainable livelihoods should be in place to deter irregular migration and promote the successful reintegration of migrants.

IOM will support the Government in conducting pre-departure orientation 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 have to refer to/include GLAA¹ resources on migration to the UK in various languages, including Kyrgyz and Russian where available.

5. **Objective:** Develop pre-departure orientation (PDO) information products in cooperation with the CEA and GLAA for the migrant workers with particular focus on the UK context and specifically on the rights, services, and employment and living conditions to be expected within the labour recruitment program for seasonal workers in the agriculture sector in the UK. The PDO materials must 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 developed materials will be used by the Center for Employment Abroad under the Ministry of Labour, Social Welfare and Migration to conduct pre-departure orientation sessions for 500 migrants. Once materials are developed, IOM will translate to Kyrgyz/Russian, if necessary.
6. **Organizational Department / Unit to which the Consultant is contributing:**
Programme department, in the framework of the project: KG10P0532

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

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

The Consultant will be hired to deliver the following tasks on a final payment basis:

1. **Final deliverable** – full set of the pre-departure orientation materials (subject of acceptance by the Center for Employment Abroad and GLAA), which will include (i) presentation materials, (ii) guidance for presenter/trainer, (iii) handout materials for participants; (iv) digital messages that can be shared with participants through social media and messaging apps.
Deliverable by 15 November 2022.
2. *ToT conducted for the staff of the CEA using the PDO materials developed – by 25 December 2022*

Scope of services to be delivered:

1. **Desk research:** review of pre-existing documents such as IOM pre-departure orientation manual, materials to be provided by the Center for Employment Abroad under the Ministry of Labour, Social Welfare and Migration, and GLAA.
2. **Creation of a repository of relevant resources:** the Consultant will reach out to relevant stakeholders to collect and compile in a logical list all pre-existing information materials of any form available for migrant workers, with the focus on migration to the UK.
3. **Communicate and coordinate the development process with the GLAA:** review of existing GLAA documents and integrating those to the PDO materials to be developed.
4. **Content development:** based on the desk research, develop the content for PDO materials. The content development needs to be done in Russian/English and coordinated with GLAA, the CEA, and IOM. The PDO materials must include visa and registration procedures, protection, cultural orientation, access to basic services and protection services (e.g. hotline 1899), and reintegration program opportunities upon return (skills development program, matching grants for business).
5. **Validation of the final PDO materials package:** address comments provided by IOM and other stakeholders to the submitted PDO materials
6. **Conduct Training of Trainers (ToT)** for the staff of the CEA under the Ministry of Labour, Social Welfare and Migration who are responsible for conducting PDO sessions for migrant workers leaving for the UK.

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

1. Developed set of PDO materials including incorporating comments/suggestions from IOM and other stakeholders
2. Conducted ToT for the staff of the Center for Employment Abroad

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

- Bachelor's or higher degree in Communications, Pedagogy or related field from a recognized institution;
- At least 5 years of working experience in developing and delivering trainings, especially ToTs;
- Prior experience of developing PDO materials/information products for migrant workers, an

- advantage;
- Extensive knowledge of labour migration context in Kyrgyzstan;
- Fluent in Russian, knowledge of English and Kyrgyz is an advantage.

10. Travel required – within this assignment travel is not required

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.