

Terms of Reference

Consultant for Development/Upgrade of guidelines for shelter providers working with Victim of Trafficking

Project overview

The overall objective of the project „Safe Haven: Expanding Shelter Resources for Trafficking Survivors in the Western Balkans“ is to equip and resource shelter providers in targeted countries to provide quality services to VoTs through diversified and sustainable funding. The project will build efforts to adopt a multi-country approach based on strong cross-border collaboration to strengthen local to national interventions, facilitate cross-country linkages, strengthen effectiveness and accountability in government-civil society-private partnerships, and replicate promising practices.

Purpose

World Vision Bosnia & Herzegovina (WVB&H), in collaboration with its Local Partners (LPs) (Foundation Lara – BiH; Association Atina – Serbia, Open Gate/La Strada – North Macedonia, Mary Ward Loreto – Albania, World Vision - Albania) is initiating a development/upgrading a set of guidelines/instructions for shelter providers on working with VoT's in Serbia, Bosnia and Herzegovina, North Macedonia, and Albania. This activity/document aims to outline clear instructions on best practices and sensitivities when working with survivors, especially marginalized groups of VoT's, prioritizing non-harmful practices and safeguarding standards. The outcome will be one complete guidelines including each of the targeted countries. The guidelines/report will support providers in delivering high-quality, sensitive, and safe services to victims of trafficking, with attention to specific profiles of VoTs.

Scope of Work

To this end, the consultant will:

1. **Conduct preliminary desk research** identifying key existing national and international guidelines, policies, reports, standards, and safeguarding frameworks on working with the victims of trafficking in targeted country shelters.
2. **Conduct a round of consultations** with project partners and key relevant stakeholders to fill the gaps in terms of information available and to acquire the main view of the different country practice.
3. **Draft** a Guideline/Instruction report outlining instructions when working with survivor integrating specialized approaches for specific profiles applicable for each country and general
4. **Deliver a final** Guideline/Instruction including actionable recommendations and the feedback from the donor review and project partners.

Deliverables and Timeline

The consultancy is expected to take maximum 30 days from the start date of signing the contract.

Deliverable	Details/Milestone	Timeline (deadline)
Inception	Inception meeting with WVB&H team and LPs; Desk review	Week 1
Data collection and consultations completed	Prepare the list of stakeholders/project partners and schedule consultations	Week 2
Draft Guidelines/Instruction Report	Submission of draft report to WVB&H and donor for review	Week 3
Final Report	Validation of recommendations and feedback from donor, LPs and WVB&H Finalization of report including actionable feedback and translation on English	Week 4

Qualifications

- Proven experience in conducting similar tasks, especially in the context of human trafficking, shelter services, or survivor assistance;
- Experience in stakeholder engagement, particularly with service providers and NGOs;
- Strong analytical, reporting, and communication skills;
- Fluency in English and knowledge of the local languages is desirable.

Reporting and Supervision

The consultant will report to WVB&H and provide weekly updates on progress and as per the agreement.

Budget and Payment

The payment will be made upon completion of the project task in full, that is, upon final approval of the document by the donor and WVB&H project staff.

Responsibilities of WV B&H

WVB&H will be responsible for coordination and collaboration required for the project task. Specifically, WVB&H will:

- Organize inception meeting, provide inputs and material such as Mapping Report to support preparation plan and coordination with LPs,
- Support the consultant in coordination with LPs,
- Monitor, provide feedback, and ensure the effectiveness of the assignment,
- Provide inputs on the draft and support to finalize the report.

Application Process

Interested applicants should submit:

1. A cover letter outlining relevant experience and approach to the assignment;

2. Detailed CV with included reference (with listed links of previous research work);
3. Financial proposal (with included daily rate costs of professional fee).

The consultant will be required to comply with WVB&H's policies on safeguarding and data protection policy.

This Call is open to all individuals from Bosnia and Herzegovina. Interested applicants should submit their offer to admindept_bih@wvi.org no later than ten (10) calendar days from the date of publication. Only shortlisted candidates will be contacted.
