

TERMS OF REFERENCE

Title: Fund for comprehensive direct assistance and social inclusion activities for victims of trafficking (VoTs)

Project: The Joint Programme (JP) of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Office on Drugs and Crime (UNODC) and the International Organization for Migration (IOM) to Combat Human Trafficking in Serbia, under the auspices of the United Nations Global Initiative to Fight Human Trafficking (UN.GIFT), funded by the Belgian and Swiss Governments and UN.GIFT.

Reporting: IOM Belgrade on behalf of the JP organizations

Duty Station: Belgrade

Duration: 6 months, April – September 2011

Project Title: The Joint Programme (JP) of UNHCR, UNODC, IOM to Combat Human Trafficking in Serbia, Fund for comprehensive direct assistance and social inclusion activities for VoTs

1. Background

a. Purpose

JP of UNHCR, UNODC and IOM to Combat Human Trafficking in Serbia in cooperation with the Ministry of Labour and Social Policy launches a tender for project proposals in the field of direct assistance and social inclusion of victims of trafficking.

The tender is open for social protection institutions (belonging to the social protection system) and non-governmental organizations. The Fund will support the development of new services and/or improvement of the quality of the existing services. Particular emphasis will be put on children VoTs who are nationals of the Republic of Serbia, as well as on unaccompanied minors. Also, state institutions for foster care are encouraged to apply. Aimed at decentralization and better outreach of the services, moreover institutions and organizations out of Belgrade are encouraged to apply. Preference will be given to the programmes developed in partnership of civil society organizations, state institutions and local self-governments.

Terms of reference of the Fund for comprehensive direct assistance and social inclusion activities are based on the findings and recommendations of the study "Protection of Victims and Prevention of Human Trafficking in Serbia" (Annex 1). The study was developed within the framework of a more comprehensive research activity which also included a study "Criminal Justice Response and Jurisprudence in the Area of Anti-Human Trafficking".

b. Objective

The overarching objective of the Fund for comprehensive direct assistance and social inclusion for VoTs activities is to improve mechanisms for the protection and (re)integration of potential and actual victims of human trafficking.

Direct assistance and social inclusion activities will cover potential and actual victims (minors and adults), both nationals and foreigners, both male and female, and will be implemented according to specific standards (for children, for women, for men, and for unaccompanied minors) as well as the main groups of activities (accommodation, basic assistance, return, legal, psychological and medical assistance, registration and support in regulation of civic status, education, family counseling and mediation, etc.).

The Fund is focused on decentralization and creation of a network of service providers throughout the territory of Serbia to ensure a greater regional coverage for the direct assistance and social inclusion of VoTs. The Fund encourages the plurality of service providers such as institutions from the social protection system, NGOs and other actors in the local community, as well as their interconnection and collaboration.

c. Background Information

The Joint Programme (JP) to Combat Human Trafficking between the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM) and the United Nations Office on Drugs and Crime (UNODC) in Serbia, under the auspices of the United Nations Global Initiative to Fight Human Trafficking (UN.GIFT) is the very first joint initiative by UN agencies in the field of anti-human trafficking in Serbia. It has been developed in broad consultation with all relevant national and international counterparts, with the aim of creating a programme based firmly on the needs of the National Referral Mechanism (NRM) and the beneficiaries. It is designed to provide support to the Serbian authorities in implementing their obligations from the UN Convention and Protocols. The Programme was built on the achievements of existing initiatives and institutional arrangements in Serbia, as well as on the acquired expertise of UN agencies in this field. The main partnership in this Programme is between the Government of Serbia and a UN Country Team, including IOM.

The programme has the overall objective to operationalize the National Action Plan (NAP) to Combat Trafficking in Human Beings for the period 2009 - 2011 (Annex 2). The four interlinked specific objectives are:

- 1) To strengthen national capacities in Serbia to implement the NAP and to improve coordination within the NRM;
- 2) To create a sustainable framework for systematic prevention of trafficking in human beings among particularly vulnerable groups;
- 3) To strengthen the criminal justice responses of the Government of Serbia;
- 4) To improve mechanisms for the protection and (re)integration of potential and actual victims of human trafficking (children and adults), including those identified within the asylum channels.

2. Description of Responsibilities

a. Scope of work

The contractor will develop and provide effective and appropriate direct assistance and protection to victims of trafficking on a case-by-case basis in accordance with their needs and fundamental human rights.

Proposals may address a wide range of support measures for the reception, referral, rehabilitation, (re)integration and social inclusion of VoTs. The support measures should ensure victims' safety, and dignified and sustainable reinsertion into society. They should always keep ethical standards of victim protection in mind. Accordingly, the protection and (re)integration assistance to victims of trafficking may include a wide range of services:

- Accommodation capacities (with provision of supportive housing);
- Securing basic funds (for food, hygiene, clothing and footwear, utilities such as power, water, heating)
- Payment of travel expenses;
- Assistance in resolution of civil and legal status (not just referral to competent bodies, but activities of accompanying and representation before the competent institutions);
- Psychosocial support;
- Assistance in treatment of acute medical problems;
- Support in treatment of chronic health problems;
- Legal counselling;
- Legal representation;
- Psychological counselling;
- Therapeutic work;
- Family counselling;
- Family mediation;
- Provision of legal assistance in procedures other than human trafficking;
- Assistance in inclusion into the formal educational system and labour market;

Proposals should focus on supporting potential and actual victims (minors and adults) both nationals and foreigners.

3. Requirements

The tendered selection process will require applicants to submit clear and concise project proposals containing the following information:

- Description and qualifications of the institution/organization (a brief description of your institution/organization and an outline of recent projects of a similar nature).
- Project title
- Location of the Project
- Problem description (short description of the specific problem(s) which will be addressed by the project proposal)
- Target group (describe the target group and its the needs and constraints)

- Project objective (describe the overall goal of the project relating to a broader policy context and long term strategy)
- Project purposes (break down the overall objective into more specific project purposes that describe what the project is aiming at in its different components)
- Project results (describe the specific project results and the expected impact on the target groups)
- Number of project beneficiaries
- Project activities (provide detailed description of the project activities and adjust them with the work plan and the budget proposal)
- Project partners (explain which organization/institution/local self-government are you planning to involve and what their responsibilities will be)
- Project team (describe project team, with their qualifications and experience, to be accompanied by their curriculum vitae/résumé)
- Work plan (include activity, timeframe and responsible party)
- Letter of recommendation/reference issued by relevant institutions/local self-governments to verify the applicant's experience.

Other relevant information not mentioned above may also be included.

Project proposal should not be longer than 5 pages in Serbian language. Selected applicants will be requested to additionally submit the project proposals in English language.

The tendered selection process will require applicants to submit budget proposals. A separate budget component must contain an overall offer in Serbian dinars (RSD). The price component must cover all the services to be provided including the itemization of costs.

The total amount of the Fund is \$ 100,000.00. Available funds will be allocated based on the quality of the project proposals.

The Contractor (Joint Programme) reserves the right not to award all available funds and to repeat the call for project proposals if needed.

4. Qualifications

Institutions/organizations eligible to receive funding through the Fund for comprehensive direct assistance and social inclusion activities must meet the following criteria:

- 1) The institutions must be social protection institution (belonging to the social protection system)
- 2) The organization must be a non-governmental, not-profit organization
- 3) The institution/organization must currently be engaged in direct assistance and social inclusion activities of potential and actual victims of trafficking or another similar vulnerable group (of migrants) considered as highly vulnerable such as unaccompanied minors
- 4) The institution/organization must have proven experience in anti-human trafficking activities or in a similar field
- 5) The institution/organization is encouraged to provide a record of cooperation on anti-human trafficking initiatives with government or other institutions/organizations. This is not a requirement but would be regarded as an asset
- 6) The institution/organization must be responsible for the proposed project (e.g. will not sub-grant).



Due to the high sensitivity of the issue in question, prior to the final selection, the Joint Programme Team may request a separate meeting with each of the applicants in order to reach a final decision.

5. Submission method and deadline

The project proposal and budget should be submitted by e-mail to iombeograd@iom.int on 27 March 2011 by 17 pm.

Note: During the tender process, the JP Team will organize Open door/Consultations on 17 March 2011, from 9-13h. If interested, please send an email to iombegct@iom.int as to make an appointment.

Any requests for clarification should be referred to JP Team by email: iombegct@iom.int

6. Selection process

The proposals will be evaluated and considered for funding by the Joint Programme Team and its donors and partners (Government of Switzerland, Ministry of Labour and Social Policy, Ministry of Interior, Ministry of Justice).

Annex 1 – Recommendations from the study "Protection of Victims and Prevention of Human Trafficking in Serbia"

Annex 2 – National Action Plan to Combat Trafficking in Human Beings in Serbia