

## Terms of Reference

### Expert

#### To develop a Handbook on implementing Standard Operating Procedures

### 1. BACKGROUND

In the Republic of Macedonia, numerous state institutions, international organizations and civil society organizations (CSOs) play an important role in the protection of migrants and refugees. The country was significantly affected by the 2015/2016 refugee crisis. Communication and referrals between involved organizations and agencies and especially between front-line workers, have proved to be key components in providing an integrated and effective response. In order to address the specific needs of different categories of vulnerable migrants and refugees, four (4) inter-agency Standard Operating Procedures (SOPs) were established.

The SOPs target the following categories: unaccompanied and separated children (UASC), victims of human trafficking, victims of sexual and gender based violence (SGBV), and extremely vulnerable individuals (EVIs). Three of the existing SOPs, more precisely those focusing on vulnerable individuals, UASC and victims of trafficking in human beings, have already been adopted. Although the referral mechanisms have been established and provided for in the SOPs, the extent and the manner in which they are implemented and practiced, remains yet to be realized.

It is essential to produce an overall and all-inclusive training program on the practical coordination and cooperation among the relevant institutions and organizations which act in the field of protection of migrants' and refugees' human rights.

### 2. OBJECTIVE AND SCOPE OF WORK

This assignment aims to strengthen the implementation of the SOPs and improve the referral mechanisms through inter-agency capacity building activities for front-line workers coming from all relevant state institutions and CSOs. Macedonian Young Lawyers Association (MYLA) was consulted and has provided expertise in the drafting of the SOPs, and has established productive long-term cooperation with relevant state institutions. Accordingly, MYLA will develop a sustainable training program that will meet this project aim. Well-selected domestic and foreign experts will be engaged to develop a comprehensive training program with a quality application. The training program will be endorsed by institutions involved in the development and the implementation of the SOPs. This will provide advanced relevance to the training

program, including approval from relevant institutions to implement the program in practice.

The expert should develop a Handbook on the implementation of Standard Operating Procedures and the application of referral mechanisms in practice. The Handbook will be used during the course of the trainings. All trainees will be capable to use the Handbook and transfer the newly gained knowledge to other front-line workers in their institutions or organizations, extending the reach of capacity building past the directly trained staff.

**The selected expert will have the following specific assignments:**

- Participate in regular coordination meetings with project staff and other experts
- Develop handbook on existing SOP's, utilizing the referral mechanisms in practice and provide relevant recommendations for implementation;
- The handbook will focus on the following SOPs: SOP on unaccompanied and separated children (UASC), SOP on victims of SGBV, SOP on extremely vulnerable individuals (EVIs) and the SOP on victims of trafficking in human beings;
- Communicate with project staff during the preparation of the handbook

**3. DURATION OF THE ASSIGNMENT**

01 February 2017 – 20 February 2017

**4. COMPENSATION**

The remuneration for the assignment will be additionally determined in accordance to USAID policies for selection of experts.

**5. QUALIFICATIONS:**

- Educational background in law, social science or human rights;
- Experience in working on asylum, refugee and migration issues;
- Relevant working experience in legal protection and human rights issues;
- Previous work experience on a similar assignment in the region, and particularly in the country;
- Proven expertise with analysis and assessments in legal protection;
- Excellent communications and interpersonal skills;
- Proven excellent analytical and writing skills.

**6. TO APPLY:**

- All interested candidates are required to submit a letter of interest and curriculum vitae listing relevant qualifications and background;



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Macedonian Young Lawyers Association

- Interested candidates should submit their application to Macedonian Young Lawyers Association at: [contact@myla.org.mk](mailto:contact@myla.org.mk) by **Friday, 27 January 2017, 17:00 hrs. CET** with subject line: **Application for expert – Preparation of handbook and training syllabus.**

## 7. SCORING

The following methodology will be used to evaluate the applicants:

Criteria	Scores
Postgraduate degree in law, social science and human rights;	10 points
Relevant working experience with legal protection and human rights issues	20 points
Previous work experience in the region, and in particularly in the country on a similar assignment	30 points
Proven expertise with analysis and assessments in legal protection	20 points
Excellent communications and interpersonal skills	10 points
Proven excellent analytical and writing skills	10 points

\*Please be informed that only shortlisted candidates will be contacted.

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