



Terms of Reference

Capacity Development Regarding Case Management and Protection for Child Domestic Workers

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Summary

Freedom Fund seeks a consultant or consultancy team to prepare and conduct capacity development training for partners including government duty-bearers and other key stakeholders working with Child Domestic Workers (CDWs). A Training of Trainers (TOT) will already have been conducted for implementing partners to build facilitation skills and understanding of adult learning principles in training design and delivery. The consultant is expected to design and facilitate a module on the topic of Case Management and Protection for CDWs. The module should be developed, co-designed and co-delivered with Freedom Fund implementing partners in Ethiopia and should prepare participants to facilitate the training to be delivered for government duty bearers and other stakeholders working with CDWs. This process aims at enhancing partners' capacity for future sustainability. The rights and participation of child domestic workers is highly important and should be integrated throughout the module. The module has been divided into three (3) sessions:

- Module 3.1: Introduction to child protection
- Module 3.2: Introduction to child development and the impact of trauma
- Module 3.3: Working within the National Child Protection Case Management Guidelines and the National Referral Mechanism to protect CDWs

Freedom Fund works on issues around both internal and cross-border migration in Ethiopia, with a particular emphasis on CDWs. Their programming on CDWs seeks, as its primary objective, to reduce the prevalence of domestic servitude amongst girls in Ethiopia and improve migration outcomes for Ethiopian women and girls through the US Department of State Program to End Modern Slavery (PEMS). PEMS involves five implementing partners working with Freedom Fund to carry out five projects in Addis Ababa. Specifically, the program focuses on the working conditions of CDWs in Ethiopia who are particularly at risk of domestic servitude by holding employers and traffickers accountable through strengthening actions of law enforcement, labour, and social affairs officials. Freedom Fund aims to strengthen local buy-in and enhance effectiveness by working through local frontline organisations.

Introduction to Freedom Fund

The Freedom Fund (freedomfund.org) is a global non-profit organisation that identifies and invests in the most effective frontline efforts to eradicate human trafficking and exploitation.

Through our innovative hotspot model, we convene strategically aligned networks of anti-slavery NGOs in high prevalence areas of Brazil, Bangladesh, Ethiopia, India, Indonesia, Myanmar and Thailand to multiply the capacity, impact and influence of frontline partners. In Ethiopia, our hotspot program was launched in July 2015 and has invested USD 6.4 million to combat the domestic servitude of Ethiopian women and girls migrating to the Middle East. In 2019, the Freedom Fund in Ethiopia expanded its work to address internal trafficking, looking specifically at child domestic servitude. The Freedom Fund has since broadened its geographical remit to include future programs that address exploitative child domestic work in Nigeria, Liberia and Kenya.

This expansion has prompted the wish to create a space to connect and bring together researchers, experts and practitioners from across the globe for knowledge sharing. The group's ultimate aim will be to improve the design of policies, program interventions and practices intended to address exploitative child domestic work and ensure they are in the best interest of children.

Background

PEMS is being implemented in a context where most CDWs work in the major urban areas of Ethiopia, particularly Addis Ababa, and where the vast majority of them have travelled from rural areas in the country for this work. Freedom Fund's Ethiopia program strategy notes that "97% of child domestic workers in Addis came from poorer rural areas, with 39% of them unaccompanied migrants, putting them at high risk of trafficking and abuse."¹ The smuggling of migrants and human trafficking are significant issues in Ethiopia generally and for CDWs in particular, with the latter often turning into the former while migrants are on route. Particularly for adolescent girls moving from the Amhara region and other rural areas to Addis Ababa for domestic work, there are increased risks of trafficking. Children from rural areas in Ethiopia are often misled and/or coerced into domestic work, and even those who migrate voluntarily may then face servitude-like conditions. These threats are heightened for girls and young women who also face gendered expectations and judgments that constrain their agency, especially as relates to those CDWs who then enter commercial sexual exploitation.²

As part of the Freedom Fund PEMS project, this capacity development training module has been proposed to fill the gaps in information and practice about the protection, and legal case management context as it related to the National Referral Mechanism for CDWs in Addis Ababa. This training module will in turn be delivered by PEMS partners for duty-bearers and other key stakeholders and service providers working with CDWs in Addis Ababa. It should provide intensive exposure to the full range of theory, techniques, and practices for working with children who are or have been CDWs, and their employers, guardians and caregivers.

¹ Freedom Fund. (2020). Ethiopia Programs Strategy: Safer Migration and Child Domestic Workers Programs, 7 (citing research by the Population Council).

² See de Regt, M., & Mihret, F. B. (2020). Agency in constrained circumstances: Adolescent migrant sex workers in Addis Ababa, Ethiopia. *Journal of Eastern African Studies*, 14(3), 512-28. <https://doi.org/10.1080/17531055.2020.1768467>.

Purpose and Scope of Work

Freedom Fund seeks to retain a consultant or consultancy team to prepare and conduct this training module focused on working with children who are, or have been, CDWs and their employers, guardian and caregivers in and around Addis Ababa. The consultant/ consultancy team will draft, prepare, and deliver capacity development training on the three topics listed below in close cooperation with PEMS implementing partners in Ethiopia. We expect the consultant/ team to use a co-creation approach that involves constructing the modules together with relevant PEMS partners. It is expected that all the modules developed will be appropriate to use for Training-of-Trainers (ToT) and will be co-designed and co-delivered with the implementing partners. These topics are:

- Module 3.1: Introduction to child protection;
- Module 3.2: Introduction to child development and the impact of trauma; and
- Module 3.3: Working within the National Child Protection Case Management Guidelines and Trafficking in People (TIP) National Referral Mechanism to protect CDWs.

The rights and participation of child domestic workers must be integrated throughout all sessions. The module can be delivered as one 6 or 7-day training, or as individual sessions for each topic. It is expected that the consultant/ team will develop the training module based on the plan, outlined below, and the topics provided, but they will have scope to determine the specific aspects of the module.

The proposed participants for these sessions are Freedom Fund implementing partners in Ethiopia who will then train state and non-state entities that work directly with children as service providers, although training on some topics would benefit other governmental actors as well. The Freedom Fund partners to be trained by the consultant(s) include Bethany Christian Services Global (BCSG), Ethiopian Catholic Church Social and Development Commission (ECC SDCO), Hope for Justice (HfJ), Organization for Prevention, Rehabilitation & Integration of Female Street Children (OPRIFS), and Professional Alliance for Development (PADet) from civil society.

Governmental entities that may benefit from parts of the training module include Ministry of Justice (MoJ), National Partnership Coalition (NPC), Ministry of Women, Children and Youth (MWCY), Bureau of Women, Children and Youth Affairs (BWCYA), Ministry of Labour and Skills (MoLS), Ethiopian Human Rights Commission (EHRC) and Federal Supreme Court– Child Justice Project (FSCCJP) and the Addis Ababa Police Commission.

All training sessions should uphold adult learning principles taking learners around the learning cycle and use participatory methods appropriate to the content and skills to be strengthened. Brief descriptions of the topics to be covered in and the proposed length of the training sessions are as follows in outline form:

1. Introduction to Child Development (2-days)

- *Objectives:* Identify typical child development stages and have discussed how these are impacted by trauma and disability; Have practiced communication skills for children at different developmental stages; Be confident to co-facilitate this training with state actors such as in the Ministry of Women, Children and Youth, non-governmental service providers and communities.
- *Key Themes:* Developmental stages and milestones; impact of trauma on child development; impact of social norms on gender and children with disabilities; Communicating with children at different development stages (interviewing, assessing, and supporting children at different developmental levels to express their views); Basic counselling skills including building trust and

rapport, listening skills, asking questions and managing children's emotions; and ToT facilitation and practice.

- *Presentation Techniques:* Training methods must be participatory and may include small group work, large group discussions, case studies including the Ethiopian context, and role-playing/practicing/modelling behaviours, presentations, Q&A sessions, and provision of handouts.

2. Introduction to Child Protection (2-days)

- *Objectives:* Be able to identify and respond to all forms of child abuse affecting CDWs; Apply relevant legislative protections to different child abuse violations; Be confident to co-facilitate this training with state actors, namely the MoJ, NPC, MWCY, BWCYA, MoLS, and EHRC, non-governmental service providers and communities.
- *Key Themes:* Identifying risks and indicators of child abuse, neglect and exploitation of CDWs; child rights and best interest; National child protection legislation; Anti-trafficking Proclamation 1187/2020; Child protection eco-system in Ethiopia focusing on roles and responsibilities to respond to child abuse; and ToT facilitation and practice.
- *Presentation Techniques:* Training methods must be participatory and may include small group work, large group discussions, case studies including the Ethiopian context, and role-playing/practicing/modelling behaviours, presentations, Q&A sessions, and provision of handouts.

3. Case Management Cycle to Achieve Impact for CDWs (2-3 days)

- *Objectives:* Discuss the National Child Protection Case Management Guidelines (the Guidelines) and the National TIP Referral Mechanism (Referral Mechanism) and how these can be effectively implemented in a CDW's best interest; Review own organisation's case management systems and practices against the Guidelines and Referral Mechanism; Identify how all service providers can effectively work within the Guidelines and Referral Mechanism; Be confident to co-facilitate this training with state actors such as in the Ministry of Women, Children and Youth (MWCY), and non-governmental service providers.
- *Key Themes:* This module will bring together learning from modules 1 and 2³ and apply these to the case management process. Themes include: Guidelines; Role of state and non-state stakeholders in the CDW child protection system; Case management cycle; Identification of CDWs; Impact of trauma and engaging CDWs in case management; Child rights and child participation and in key decisions; Statutory and non-statutory assessments of CDWs; Care planning for CDWs aligning the work of state and non-state service providers; Referral mechanism; Case reviews and case closure from the perspective of both the state and non-state actors; Role of the state and non-state case worker and case manager/ supervisor; Documentation and data management practices to meet Guidelines' standards of the National TIP Referral Mechanism; and ToT facilitation and practice.
- *Presentation Techniques:* This should build upon the existing training materials for National Child Protection Case Management Guidelines. Where possible evaluations from past training should be looked at, and lessons learned. Training methods must be participatory and may include small

³ These cover the laws and policies which affect CDWs in Ethiopia

group work, large group discussions, case studies including the Ethiopian context, and role-playing/practicing/modelling behaviours, presentations, Q&A Sessions and provision of handouts.

Tasks and Deliverables

Under the supervision and coordination of the Freedom Fund in Ethiopia team, the consultant/team is responsible for providing the following services:

- With appropriate PEMS partners, draft and develop one (1) training module on Case Management and Protection of CDWs, which builds the capacity of PEMS partners to facilitate the module. Content should include child rights and participation and:
 - Module 3.1 Introduction to child protection;
 - Module 3.2 Introduction to child development and the impact of trauma; and
 - Module 3.3 Working within the National Child Protection Case Management Guidelines and the TIP National Referral Mechanism to protect CDWs.
- Draft and develop all training, supplementary, and other materials needed to effectively deliver the modules, which may include training agendas, handouts, case studies, roleplaying exercises, PowerPoint or similar presentations, e-learning applications, and the like;
- Test the training materials and obtain feedback from Freedom Fund and other agreed-upon stakeholders;
- With the implementing PEMS partners, co-facilitate the three (3) developed training sessions to the participants agreed-upon with Freedom Fund in advance;
- Cooperate with Freedom Fund's monitoring and evaluation (M&E) of this capacity development and evaluate the effectiveness of the module development and implementation using an evaluation model, such as the Kirkpatrick four-level evaluation method, or any other evaluation method. Work with Freedom Fund to design evaluation tools,⁴ noting that PEMS partners will use existing tools to assess impact of the training they conduct thereafter;
- If using the Kirkpatrick evaluation method conduct levels 1-3 of the Kirkpatrick evaluation method (Reaction, Learning, and Behaviour) based on the tools jointly designed, and lead the M&E process to assess stakeholders' learning in this module;
- If using any other evaluation method, it should be based on the tools jointly designed, show clear areas or stages of assessment, and the evaluator should lead the M&E process to assess stakeholders' learning in this module; and,
- Produce a report (maximum five (5) pages) showcasing and summarising all the above-mentioned points, focusing on the effectiveness of the training sessions based on the Kirkpatrick evaluation method and including recommendations on how the modules could be updated based on the learning from the training sessions.

Therefore, the deliverables to be sent to the Freedom Fund in Ethiopia consultancy focal point at the end of the consultancy are as follows:

- One (1) training module including training of trainers' facilitators guide;

⁴ For more information on the Kirkpatrick evaluation approach, please see <https://www.mindtools.com/pages/article/kirkpatrick.htm>

- Training materials for three (3) training sessions; and
 - A report summarising the capacity and training development and delivery in line with the Kirkpatrick evaluation approach (or any similar evaluation approach to be used by the consultant/ consultancy team).
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Approach

Freedom Fund adheres to a rights-based and CDWs-centred approach to prevent criminalisation of CDWs, who may be irregular migrants, victims of trafficking (VoT), and/or smuggled migrants, and to implement activities in full respect for human rights and with the objective of addressing vulnerable groups' specific needs. This particularly the case for child migrants and CDWs, who are entitled to all of the rights guaranteed to them by Ethiopian law, the African Charter on the Rights and Welfare of the Children, and the Convention on the Rights of the Child (CRC).

The methodology and implementation of the assignment must adhere to a gender-responsive approach and, where possible, explicitly propose measures for countering gender-based disadvantages. Data included in documentation generated as part of this consultancy must be disaggregated by, at least, gender and target group.

All training content and concepts discussed need to be based on sectoral best practices and international standards.

Reporting and Working Language

The consultant will report in English to the Freedom Fund Program Manager in the UK and Freedom Fund Programme Officer in Ethiopia, who will be the focal point for this assignment. All deliverables will be developed and submitted in English to Freedom Fund, unless the consultant is specifically requested in writing to provide particular documents in Amharic.

Required Skills and Expertise

The consultant or members of the consultancy team in the aggregate must have:

- Strong knowledge (5+ years) of the international and/or Ethiopian context relevant to the objectives of this consultancy, including experience working with CDWs, vulnerable children, trafficking in persons, human smuggling, and/or labour migrants (if a consultancy team, the lead consultant must meet this minimum requirement);
- An academic background in law, migration, social work, community work, child development, development assistance, or other relevant field of study;
- Experience working and/or liaising with Government of Ethiopia officials and other migration, child rights, labour rights, and/or CDWs stakeholders in Ethiopia;
- Knowledge of the National Child Protection Case Management Guidelines (the Guidelines) and the National TIP Referral Mechanism in Ethiopia and/or experience of working with referral systems for children and/or trafficking survivors.
- Knowledge on the human rights of child domestic workers, including but not limited to the CRC;

- Knowledge of child protection, and forms of child abuse and exploitation facing CDWs and experience of working within child protection systems;
- Knowledge on child development, and how this is impacted by trauma;
- Experience in designing and facilitating interactive training, including TOT;
- In-depth knowledge and understanding of migration context in the Horn of Africa region required, including knowledge of the context in Ethiopia around forced displacement, mixed migration, and irregular migration flows;
- Excellent professional command of English and Amharic;
- Ability to work in an international team; and
- Excellent communication skills and ability to work with a multi-cultural team.

Assessment Criteria

Applications will be assessed using the following criteria:

- Subject matter relevance
- Contextual experience
- Technical skills
- Quality of the full proposal
- Skills set of consultants and team structure (where relevant)
- Cost effectiveness

Prior knowledge of the PEMS Program, The Freedom Fund and/or partners involved in the program will not be part of the assessment.

Application Format

In their tender, the applicant is required to show how the purpose and scope set forth above are to be achieved and demonstrate how they will conform to Freedom Fund's approach. The application must include a Technical Proposal and a Financial Proposal.

For the Technical Proposal

The applicant(s) must prepare a four (4) page document setting forth their strategy to complete the required tasks and how they intend to meet all of the objectives laid out above. The applicant is specifically required to describe the necessary work steps and develop a timeframe for completing the work. A system for monitoring and evaluating the training sessions to be conducted must be proposed. Additionally, the applicant must explain how the required skills and experiences for the consultancy are being met.

CVs must also be submitted and they do not count towards the page totals for either proposal, but may not be longer than four (4) pages per CV.

For the Financial Proposal

The applicant(s) must explain the total cost to conduct all of the work that will be part of the consultancy based on at least five (5) days of training delivery and an additional number of days to be proposed by the consultancy team to draft, prepare, share, and edit the training modules. Any travel or per diem rates must

be set forth in detail and justified in the proposal. The Financial Proposal may be in spreadsheet and/or narrative format and may not be more than two (2) pages in length.

Please note that the selected consultant has no claim to fully exhaust the days/travel/sessions/budgets. The number of days/travel/sessions and the budget amount will be agreed in the contract as “up to” amounts.

No additional documentation should be submitted (e.g. diplomas, letters of reference, writing samples, etc.) and anything submitted other than the Technical Proposal, Financial Proposal, and CVs will be disregarded and not considered. Similarly, if one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Submission

Please submit your proposal and supporting documentation via email, with the subject line “Submission for TOR Expert Module 3” to ethiopiafp@freedomfund.org.

Proposals without the correct subject line may not be seen due to volume of applications currently being processed.

The deadline for submissions is **5pm GMT+1, 24 August 2022**.