



## Terms of Reference

### Expert Module 4: Capacity Development Training Module regarding Child- & Survivor-Centred Interviewing Techniques and Human Trafficking Trial Simulation

PUBLICATION DATE: 2 NOVEMBER 2022

SUBMISSION DATE: 23 NOVEMBER 2022

---

## Summary

The Freedom Fund seeks a consultant or consultancy team to prepare and conduct capacity development training primarily for government stakeholders, particularly law enforcement duty-bearers as well as potentially other key stakeholders working with Child Domestic Workers (CDWs) in Addis Ababa, and stakeholders working on Safer Migration and Return from the Middle East. It is planned that the modules to be developed will be designed and delivered with some consultation with Freedom Fund implementing partners and government stakeholder in Ethiopia.

Module 4.1: Child- and survivor-centred interviewing as part of criminal investigations

Module 4.2: Human Trafficking Trial Simulation

There is one module to be designed and facilitated with two sessions on the topics of child- and survivor-centred interviewing as part of criminal investigations and a trial simulation (mock trial) of human trafficking criminal prosecution. The training scope will expressly include working with victims of trafficking generally as well as children who have been trafficked, both of which fall under the rubric of survivors. Working with victims and witnesses to human trafficking and smuggling, many of whom have survived abuse and/or trauma, is a key element of this training module.

Freedom Fund works on issues around both internal and cross-border migration in Ethiopia, with a particular emphasis on CDWs and safer migration. The program 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).

The Freedom Fund PEMS program involves five CDW implementing partners working to carry out five projects in Addis Ababa and eight Safer Migration partners working to carry out 10 projects in Addis Ababa and Amhara region. Specifically, one area of the program focuses on holding employers and traffickers accountable through strengthening actions of law enforcement, and justice officials. Freedom Fund aims to strengthen local buy-in and enhance effectiveness by working through local frontline organisations.

---

## Introduction to the Freedom Fund

The Freedom Fund ([freedomfund.org](https://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 the smuggling of migrants and human trafficking are significant issues in Ethiopia generally and for child domestic workers in particular, with the latter often turning into the former while migrants are on route. Particularly for adolescent girls and women moving from the Amhara region and other rural areas to Addis Ababa or abroad 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. Adult women prospective migrants exhibit a similar vulnerability to being misled at every stage of migration process and routinely experience abuse and servitude-like conditions. These threats are heightened for girls and young women who also face gendered expectations and judgments that constrain their agency.

Due to the risk CDWs and migrant women face of abuse, especially connected to human trafficking and smuggling, the Freedom Fund PEMS project proposes the development of this capacity building training module to **strengthen practical criminal investigation** and **prosecution skills** needed to effectively address human trafficking. This capacity development module was proposed and outlined as part of a Capacity Development and Advocacy Plan (Plan) that set forth the technical assistance required to deliver on the capacity development component of Freedom Fund's PEMS project. The training module will build on existing training materials of PEMS and further develop those materials to train stakeholders on the legal / protection context of CDWs and migrant women. The module to be developed will be targeted at governmental duty-bearers such as police and prosecutors who conduct investigations and prosecutions of human trafficking and smuggling offences, which promote the protection of vulnerable children and women when conducted effectively.

---

## Purpose and scope of this consultancy

To implement the Plan, Freedom Fund seeks to retain a consultant or consultancy team to prepare and conduct this module of capacity development training focused on child- and survivor-centred interviews as part of criminal investigations and trial simulation (mock trial) of human trafficking criminal prosecution. The consultant will draft, prepare, and deliver capacity development training on the two topics encompassed in close cooperation with PEMS implementing partners in Ethiopia. We expect the consultant to coordinate with Freedom Fund Ethiopia and relevant partners as they have specific interaction with relevant government

stakeholders, like the NPC, to construct the modules. Dependent on availability, including INGO actors, such as CIVIPOL, IOM and UNODC in this consultation phase would be an added value to complement any material already in use by those respective organisations in Ethiopia.

Topics for which modules should be designed are:

1. Introduction to effective interviewing techniques for children in all settings as well as victims of trafficking and exploitation, survivors of violence, and sexual assault survivors, with particular focus on children and migrant women; and
2. Realistic simulation of criminal court proceedings (i.e. mock trial) of a human trafficking prosecution.

These two topics can be run together in one 2-day training, or as individual 1-day sessions for each topic. It is expected that the consultant will develop the training modules based on the Plan, outlined below, and the topics provided, but they will have scope to determine the specific aspects of each module.

Illustrative proposed participants for these sessions from the Government of Ethiopia include the Ministry of Justice (MoJ), National Partnership Coalition (NPC), the Federal Supreme Court – Child Justice Project (FSCCJP), and the Federal and Addis Ababa Police Commissions, as these agencies have responsibility within the criminal legal system for prosecution of human trafficking and smuggling offences. Participants will also be drawn from law enforcement entities in Ethiopian regional states with a high prevalence of trafficking and/or smuggling offences, with exact participation determined based on input from the NPC Secretariat and on the findings of a rapid assessment of capacity gaps amongst regional law enforcement authorities. Additional participants from other governmental agencies and/or civil society may be included if appropriate and/or may be part of role-playing exercises as simulated interviewees or witnesses.

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- and Survivor-Centred Interviewing Techniques (1-day)

- *Objectives:* Recognise the need and importance of differentiated treatment for victims of trafficking and exploitation and survivors of violence, with special provisions for children, when interviewing them as part of criminal investigations; understand basic principles and techniques of interviewing; understand how interviewing contributes to informed analysis and strengthens protection; be able to explain how to effectively and appropriately interview child victims and witnesses to criminal matters and why children have to be interviewed in ways different from adults; be able to explain how to interview criminal victims and witnesses in a survivor-centred way and why that is appropriate
- *Key Themes:* How to acknowledge and pay attention to interviewees' anxiety, fear, or terror; how to recognise when interviewees may still be suffering from trauma and may fail to articulate words clearly, give delayed answers, avoid eye-contact, and/or may not clearly remember events; understanding importance of not judging interviewees or commenting on their situations; how to accurately record victim and witness statements; why to interview child and survivor witnesses separately; how to ask open-ended questions; why to conduct interviews in places that are comfortable for children; how to reassure children (and/or survivors of violence) that they have done nothing wrong; how to interview children at an age-appropriate level
- *Presentation Techniques:* Lectures Presentations, Brainstorming, Role-Playing, Q&A Sessions, Handouts, and Case studies

2. Human Trafficking Mock Trial (1-day)

- *Objectives:* Understand how factfinders view evidence in human trafficking cases; understand which arguments and evidence fact-finders will find persuasive in human trafficking; understand how judges make decisions within human trafficking cases; foster discussions on existing protection and assistance tools
- *Key Themes:* Realistic simulation of human trafficking criminal proceedings in Ethiopia; how to use evidence in convincing, legal ways; how to develop an effective order of presentation of arguments and evidence; how to use of video to analyse trial techniques; how to integrate interviewing techniques in witness examination; how to meet the requirements of national anti-trafficking legal frameworks; how to recognise the impact of gender on trafficking criminal proceedings; develop best practices for human trafficking criminal proceedings
- *Presentation Techniques:* Simulation of criminal trial proceedings, Video analysis, Discussion and Q&A Sessions

---

## Tasks and Deliverables

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

- In consultation with appropriate PEMS partners and/or law enforcement entities, draft and develop one (1) training module on interviewing techniques and mock trials for Human Trafficking and International Child and Labour Rights Standards for Child Domestic Workers/Migrants, including:
  - Rapid assessment of capacity gaps amongst Addis Ababa NPC and regional law enforcement actors as it relates to interviewing techniques;
  - Child- and survivor-centred interviewing techniques, including victims of trafficking, as part of criminal investigations; and
  - trial simulation (mock trial) of human trafficking criminal prosecution;
- 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, and the like;
- Test the training materials and obtain feedback from Freedom Fund and other agreed-upon stakeholders;
- Facilitate the two (2) 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<sup>1</sup>, or any other evaluation method;
- 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

---

<sup>1</sup> For more information on the Kirkpatrick evaluation approach, please see <https://www.businessballs.com/facilitation-workshops-and-training/kirkpatrick-evaluation-method/>

- Produce a report (maximum five (5) pages) showcasing and summarising all of 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 on the two (2) specified training sessions;
- Training materials for two (2) training sessions; and
- A report summarising the capacity development training development and delivery in line with the preferred evaluation approach.

---

## Approach

Freedom Fund adheres to a rights-based and child-centred approach to prevent criminalisation of CDWs and migrant workers, 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 is particularly the case for migrants to the Middle East and CDWs, who are entitled to all of the rights guaranteed to them by Ethiopian law, the African Charter and UN Convention on Human Rights.

Freedom Fund also has a gender-responsive approach, which acknowledges the different needs of men, women, boys, and girls while addressing the specific needs of CDWs and vulnerable migrants, and aiming to generate a perceptible positive impact on gender equality. 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.

---

## Qualifications and Experience

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

- Strong knowledge (5+ years) of international and/or Ethiopian legal and policy frameworks relevant to the objectives of this consultancy (if a consultancy team, the lead consultant must meet this minimum requirement);
- An academic background in law or other relevant field of study;
- Knowledge on the human rights of children, including but not limited to the CRC;

- Experience in investigating and prosecuting criminal offenses, with specific experience in investigating and prosecuting human trafficking and smuggling cases a plus;
- Experience in designing and facilitating interactive seminars and training formats;
- Experience in organising and conducting mock trials or other simulations of legal proceedings;
- Excellent professional command of English and Amharic;
- Experience working and/or liaising with Government of Ethiopia officials and other prosecution and/or law enforcement stakeholders especially on migration, child rights, labour rights, and/or CDWs issues in Ethiopia;
- 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 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, there must be a discussion of how the applicant meets the required skills and experiences for the consultancy.

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 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 as well as justify the number of days 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. 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 4” to [ethiopiafp@freedomfund.org](mailto: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 **12:00 Midday (Ethiopia Time), 23/Nov/2022**.