

Terms of Reference:

Consultancy to Develop the Operational Strategy and Workplan for Thailand's CTIP Centre of Excellence

Location	Bangkok, Thailand
Duration	Anticipated up to 100 consultant days from November 2024 to June 2025 (with the possibility of extension)
Position Status	Short-term position
Supervisor / Manager	Country Manager - Thailand
Deadline for application:	10 October 2024

Terms of Reference Summary

ASEAN-ACT is seeking a consultant to develop a strategy and workplan for the operation of Thailand's Counter Trafficking in Persons Centre of Excellence (CTIP COE) – a new training facility to develop a cadre of Thai officers qualified in implementing counter trafficking measures in accordance with Thailand's legal and policy frameworks. The consultant will provide advice and guidance to support the development of the CTIP-COE, with a focus on the sustainability of government structures, systems, and learning and development capacity. The Consultant will have leading role in stakeholder engagement to support the development of the CTIP-COE workplan for delivering training on relevant CTIP courses and other key CTIP activities that will be delivered under the remit of the COE. The Consultant will have sound understanding of trafficking in persons and related issues in Thailand and the Southeast Asian region.

The role is best suited to a highly motivated and collaborative individual, who can translate conceptual ideas into concrete action. This is a unique opportunity in strategic organisational development and managing partnerships, with a focus on strengthening governance and institutional capacity in relation to trafficking in persons.

The Consultant must be able to fluently communicate (write, read, and speak) in Thai to a professional standard. The Consultant should also have demonstrated experience supporting CTIP policy and capacity development in Thailand and knowledge of the structure and ways of working of the Royal Thai Government.



About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia’s long-running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a 10-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and are being implemented in collaboration with ASEAN-ACT’s partners and stakeholders.

Program outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN Member States have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective, advances GEDSI and upholds victim rights.
2. ASEAN Member States are increasingly capable of implementing their ACTIP obligations, particularly those that advance GEDSI and uphold victim rights.
3. ASEAN and member states’ policies and practices are inclusive, influenced by relevant stakeholders and aligned with the ACTIP.

Overview of the Consultancy

Over the past decade, Thailand has made significant progress in preventing and responding to trafficking in persons (TIP), including strengthening legislation, enhancing victim protection, and improving agency coordination. However, inconsistencies in judicial and victim services remain, largely due to uneven training across government agencies and disparities in capacity between the capital and provincial areas. To address these challenges, Thailand established a Sub-Committee in 2021 to develop a national competency training program and set up a specialised academy for countering TIP.

Australia’s Foreign Minister Penny Wong and Thailand’s Minister of Justice Somsak Thepsutin signed a Memorandum of Understanding (MoU) to establish a Counter Trafficking in Persons Centre of Excellence (CTIP COE) on 2 November 2022 at Government House, Bangkok, Thailand. The CTIP COE was officially opened in May 2024 at the DSI Academy located in the outskirts of Bangkok. During the CTIP COE’s first week of operation two courses were piloted with a range of Thai Government officials and non-government representatives as part of the new CTIP curriculum.

ASEAN-ACT is recruiting a consultant to provide technical support in the operationalisation of the CTIP COE, including developing a work plan for the delivery of capacity development to CTIP practitioners and other key events to be delivered under the remit of the CTIP COE. This includes developing an outreach strategy and identifying opportunities to engage stakeholders beyond the Ministry of Justice to participate in CTIP COE initiatives.

Consultancy Objectives

The objective of this consultancy is to support the operationalisation of the CTIP COE. This includes advising on development of a CTIP COE workplan and operational needs to deliver the workplan, design and revision of CTIP training materials, and a plan for the CTIP COE curriculum and scoping of other key activities and partnerships that could come under the remit of the CTIP COE. The role involves designing and updating the curriculum activities workplan of CTIP COE for Thailand's fiscal year of 2025 (B.E. 2568), identifying areas for improvement in the CTIP COE, and proposing strategies to address evolving TIP trends. Additionally, the position will support content development for the CTIP COE's website, coordinate meetings with key stakeholders, and provide updates and briefings to ASEAN-ACT and the Ministry of Justice.

Specific Duties

The consultant will work under the supervision of Thailand Country Manager and Justice System Director, in close coordination with Thailand Country Team and Senior Justice System Coordinator to:

- Develop an inception report for the consultancy with ASEAN-ACT, detailing the approach to developing the design, including proposed stakeholder mapping, based on initial discussion with ASEAN-ACT and review of available materials and feedback of CTIP COE's pilot training, and timeline of process and deliverables.
- Work with ASEAN-ACT to support the development, and revision of TIP training and learning materials; policies and procedures; research studies and papers on TIP and ACTIP alignment; and supporting the relevant government committee and government officers responsible for the development and implementation of CTIP COE.
- Develop a workplan for the delivery of the CTIP COE curriculum, including support the Royal Thai Government to identify a pool of local experts, trainers and resources persons to deliver the curriculum.
- Identify areas for improvement of the CTIP COE taking into consideration the evolving trends in TIP in Thailand and the region, and propose related action plans for engagement with CTIP COE's mechanism.
- Support the Royal Thai Government to develop a digital presence for the CTIP COE, including resources and content for the website which is currently being developed.
- Support ASEAN-ACT, Ministry of Justice and CTIP COE mechanism to convene and coordinate meetings of relevant stakeholders for the design and develop workplans, and the implementation of activities for the purpose of curricular development and optimisation.
- Provide and prepare information for updates and briefings at JSC and JEC meetings to ASEAN-ACT and Ministry of Justice and CTIP COE's mechanism.

Deliverables

The consultancy is expected to deliver the following outputs within timeline:

- A briefing session including PowerPoint outlining the approach to the assignment
- A work plan of CTIP-COE for Thailand's fiscal year of 2025 (B.E 2568) related to delivery of trainings, and updates to training courses, including identifying a pool of local experts, trainers and resource persons
- Support the convening of the CTIP COE technical working group and related meetings
- Contribute to content for the CTIP COE website including available online courses and resources
- Monthly briefing with ASEAN-ACT
- Evaluation report and recommendation for CTIP COE way forward for the next fiscal year

Experience and qualifications

Qualifications

- Post graduate qualifications in international / social development, management, law or justice, or a related discipline.

Essential Experience, Knowledge and Skills

- Over 5 years of experience working on justice sector or counter trafficking in persons initiatives or related fields with strong understanding of the local context, national legislation and the roles of the justice sector, civil society, private sector and allied government institutions.
- Strong conceptual and analytical skills with research background, proficiency writing high-quality reports, excellent presentation and facilitation skills, proficiency in speaking publicly in English and Thai.

Desirable

- Understanding of development principles and approaches, including developing the skills and capacity of counterparts; monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion in program activities.
- Ability to work with senior officials, demonstrating high-level communication, and excellent interpersonal skills to build strong working relationships with key counterparts.
- Understanding of human rights and rights-based approaches in development.
- Established networks with relevant partners in the justice sector, civil society, private sector, government, academy and research institutes.

Evaluation Criteria

Item	Criteria	Maximum score
Technical assessment		
1	Responsive to the consultancy objectives, responsibilities and deliverables	20
2	Relevant experience of the consultant in conducting similar work	30
3	Proposed approach to the consultancy	30
Financial assessment		
4	Cost proposal to complete the consultancy	20
Total score		/100

How to Apply

Send an e-mail to recruitment@aseanact.org indicating '**Consultancy to Develop the Operational Strategy and Workplan for Thailand's CTIP Centre of Excellence**' in the e-mail subject, and attaching the following:

- **Technical Proposal** (5-pages max) detailing the consultant's approach to the consultancy, including the proposed report structure, references. Include a proposed timeline to complete the consultancy.
- **Financial Proposal** including number of days and daily rate to complete the consultancy. Include a budget indicating any direct reimbursable expenses required to complete the consultancy.
- **Summary of Experience** including Curriculum Vitae and examples of similar consultancies undertaken and sample of 1-3 reports.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, people with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

About DT Global

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