

Call for Applications / Expression of Interest

Appointment Title	: Ethical Recruitment Consultant
Duty Station	: Harare, Zimbabwe
Type of Appointment	: Consultancy Contract
Contract Duration	: 3 Months
Estimated Start Date	: As soon as possible
CFA Reference Number	CFA2022/02
Closing Date	3 February 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants

1. Introduction:

This consultancy forms part of an IOM Development Fund project entitled **‘Strengthening the Government of Zimbabwe’s (GoZ) Capacities in Ethical Recruitment’**. The overall objective of the project is to contribute to strengthening ethical labour recruitment practices in Zimbabwe. The project aims to achieve the outcome that the Government of Zimbabwe promotes ethical and fair recruitment practices and processes in a rights-based and a migrant-friendly manner in accordance with the Migration Governance Framework, national Labour Migration Policy, Agenda 2030, and Sustainable Development Goals (SDGs) as outlined below:

- MiGOF Objective 1 – which calls for the advancing the socio-economic well-being of migrants and society and
- SDG Targets 10.7 – to facilitate safe, orderly, and regular migration through the implementation of well managed migration policies.
- Target 8.7 – to take immediate and affective measures to eradicate forced labour, end modern slavery and human trafficking and the elimination of the worst forms of child labour, including use and recruitment of child soldiers and end all forms of child labour by 2025;
- Target 8.8 -protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants and those in precarious employment. This project has four main outputs, namely:

Under Output 1 (Gender responsive action plan on the adoption of international standards, and enforcement and accountability including third-party verification schemes, such as IRIS by GoZ, civil society and private sector. is available.) and 2 (Standard Operating Procedures (SoPs) that provide step by step guidance for Labour and Employment Services, and registered private employment agencies is available), the project will convene a multi-stakeholder strategy and roadmap meeting between

policy makers, regulators, technical partners, civil society, and the private sector, which will serve a dual role: firstly, as an input process for the development of SOPs and secondly in developing draft guidelines for the adoption or domestication of international standards and conventions on labour recruitment. Recommendations drawn from the workshop will form a basis for the development of SOPs which will address regulatory gaps including inter alia operational processes, enforcement of measures to curb malpractices, legal reforms, and administrative challenges.

The International Organization for Migration (IOM) is seeking the services of a consultant with expertise in labour migration and ethical recruitment to support the development of a roadmap and Standard Operating Procedures (SOPs) on recruitment in Zimbabwe, in close coordination with the Ministry of Public Service, Labour and Social Welfare. This consultancy will take place over a 90-day period, beginning 7 February 2022.

2. Background:

Labour migration is a significant phenomenon in Southern Africa and is a key livelihood strategy in the SADC region. The emergence of various new centres of global production and the growing demand for migrant labour provide many opportunities, especially for young skilled and semi-skilled workers. Zimbabwe has endured significant socio-economic difficulties resulting in significant pressures and stresses that have pushed many low, semi-skilled and highly skilled women, men, and young labour migrants to search for employment opportunities with annual outflows of up to 120,000 migrants having been experienced between 2000 and 2020 according to United Nations Department of Economic Social Affairs.

Zimbabwean migrant workers, particularly those in lower skilled occupations occupy jobs characterized by decent work deficits, absence of employment contracts and social protection, exploitative wages, and long working hours. Moreover, they often lack representation and support from both the host and sending countries. Many migrants, especially women, have been excluded from more closely regulated livelihood pursuits. Consequently, they have been unable to sustain their livelihoods as they have remained informal and working in often precarious conditions of employment, without the necessary freedom to legally establish residence and accrue social security benefits. Without such rights, they are subject to exploitation and economic precarity, whilst being unable to sustain circulatory migration patterns that can afford them the means to sustain their households in their countries of origin. As a broad strategy to address these challenges, the GoZ adopted the National Labour Migration Policy (NMLP) in 2019 as a policy measure to empower and protect migrant workers from abuses, malpractices, and exploitation through adopting a rights-based approach to prevention and protection against abusive recruitment practices and effective implementation of national laws and regulations in accordance with international labour standards for both inward and outward labour migration.

Recruitment is often the first step in the labour migration process. However, if improperly regulated it can lead to exploitative practices, protection risks, and consequently adverse developmental impacts which compromise the rights of migrant workers. A disturbing number of reports have

emerged about the exploitation and abuse of workers, especially migrant workers, by unscrupulous labour recruiters and fraudulent and abusive employment agencies. In some cases, these abuses amount to trafficking in persons for the purpose of forced or compulsory labour. These reports have surfaced some of the challenges with respect to the capacity of the GoZ and other relevant actors to address the key concerns of labour migrants. The recruitment industry in Zimbabwe exists in a regulatory vacuum with limited oversight, weak implementation and enforcement of existing legislation, insufficient institutional capacity, and guidance for employment officers with respect to both facilitation and monitoring and enforcement.

The National Migration Law Review has revealed that there are significant loopholes in the existing labour laws, chief amongst them the failure to articulate the respective responsibilities of recruiting agents and final employers in providing safeguards against abusive practices, including forced labour. Currently a formal framework for labour recruitment is stated in the Labour Act . -, There is provision for foreign recruitment under article 115 (d) in the Labour Act and MOUs have been entered as part of protecting worker rights. There is need to strengthen existing guidance with respect to recruitment fees, enforcement and monitoring mechanisms amongst other administrative, legal, and regulatory pillars which are critical for the implementation of effective recruitment practices. However, there are gaps in both the public and private sectors that leave a lot of discretion to actors facilitating recruitment with respect to ensuring adequate protections of labour and other rights. Moreover, this existing scenario presents opportunities for further exploitative recruitment practices with migrants, especially female migrants being at risk of abuse.

In view of the foregoing, the GoZ has made a technical request for support to IOM to strengthen its recruitment governance framework through measures that would primarily target its employment offices as well as the recruitment industry more broadly.

3. Purpose of the Assignment:

To develop a roadmap and Standard Operating Procedures for labour and employment services and registered private employment agencies, in order to improve operational procedures with regard to ethical recruitment in Zimbabwe.

4. Scope of the Assignment

This assignment will be undertaken under the overall supervision of the Chief of Mission, IOM Zimbabwe, the direct supervision of the Programme Officer, IOM Zimbabwe, in close coordination with IOM Senior Regional Thematic Specialist for Labour Mobility Governance.

The assignment will be undertaken over a period of 90 days. It will include capturing key inputs and discussions during an initial 4-day workshop to develop a gender-sensitive action plan in February 2022, on which the development of the SOPs is to be based.

Upon finalizing the draft, the consultant will submit the draft SOP for review by IOM and other key staff during which additional input will be integrated and omissions addressed in preparation for the validation process. A three-day validation workshop will be convened with participation from senior employment officers where the draft SOP will be interrogated with further inputs being incorporated

before undergoing publishing, editing, and printing and finally dissemination amongst the employment offices.

The Consultant will perform the following tasks:

- a. **Inception Report:** The consultant will be expected to prepare an inception report, including methodology for how they will approach the assignment. This will include a breakdown of work, timelines, and an overview of stakeholders to be engaged during the assignment.
- b. **Desk Review and Data Collection:** The consultant will draw on primary and secondary sources of data and evidence to establish a clear understanding on the needs and obligations of employment officers and develop an SOPs on ethical recruitment in Zimbabwe. Through purposive sampling and key informant interviews with Employment and Promotion Services directors and staff and registered Private Employment Agencies (PEAs) as well as document review and analysis, the consultant will identify the key processes and operations requiring SOPs. It will include supporting the facilitation and capturing key inputs and discussions during an initial 4-day workshop to develop a gender-sensitive action plan in February 2022, on which the development of the SOPs is to be based. The consultant through support from IOM will further conduct benchmarking with regional and global SOPs, e.g. the Montreal Recommendations on Recruitment, to establish common practices for adoption.
- c. **Analysis, Recommendations and Production of Customised SoPs:** The Consultant will provide a summary overview and analysis of the desk review and data collection. Based on this technical analysis, the Consultant(s) will draft customised SoPs for ethical recruitment processes in Zimbabwe.

N.B. The Consultant will be expected to prepare a written report on the desk review and an analysis and recommendations from the fieldwork (see below deliverables).
- d. **Validation of the Customised SoPs:** The Consultant will be expected to share their draft report and customised SoPs with IOM, targeted Governments for review and validation. Moreover, they will be expected to participate and present the customized SoPs at agreed technical and strategic platforms for validation. A three-day validation workshop will be convened with participation from senior employment officers where the draft SOPs will be interrogated with further inputs being incorporated before undergoing publishing, editing, and printing and finally dissemination amongst the public and private employment offices.
- e. **Final Report:** The Consultant will submit a final report and the customised SoPs indicating the completed work under this consultancy. The Final Report will also include a user-friendly 'policy brief' which will act as a quick reference of the findings and basis for policy discussions for adoption and promotion of the SoPs.

N.B. All written deliverables under this consultancy will be drafted in accordance with the IOM Publications Guidelines and validated by concerned stakeholders and IOM. The Final Report and Policy Brief should be print-ready.

Activity	Date
Inception Meeting and Preparation of Inception Report	7-11 February 2022
Desk Review and Data Collection (including supporting the facilitation and capturing discussion at a 4-day workshop to develop a gender-sensitive action plan)	12 February – 4 March 2022
Analysis, Recommendations and Development of Draft SOPs	4 March – 18 March 2022
Validation of SOPs, including interrogation of the draft SOPs at a three-day workshop with senior government officials	18 March – 1 April 2022
Final Report and submission	1 April – 10 April 2022

5. Deliverables and Payment Schedule

Inception Report, approved by IOM and the GoZ	20% of the total consultancy fee
Meeting Report and Action Plan developed during a 4-day workshop, including key discussions and recommendations to serve as basis for the development of the SOPs. Approved by IOM and the GoZ	
Draft Report approved by IOM and the GoZ: to include desk review, Analysis, recommendations, and draft Customized SoPs for ethical recruitment in Zimbabwe	40% of total consultancy fee
Presentations / briefings at technical and strategic levels for validation of the SOPs, Validated SOPs, and meeting report of validation workshop	40% of total consultancy fee
Final, print-ready Report, approved by IOM and GoZ	

6. Qualifications and Experience

IOM is seeking applications from individual consultants and/or consortiums of consultants. The successful (lead) consultant should have a minimum of the following qualifications and experience:

- Master's degree in International Relations, public management or a related field;
- Extensive knowledge and expertise on labour mobility governance, including policy formulation;
- A minimum of 10 years of relevant professional experience working for Government or an Inter-Governmental Organization in fields related to migration and human mobility;
- Proven previous working experience consisting of substantial involvement in development of SoPs, assessments, evaluations, and/or reviews in relevant technical areas;
- Full computer literacy, including familiarity with research and basic statistical tools;

- Excellent written and spoken English. Experience in drafting documents for Governments will be an added advantage;
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships. Experience in the region is a distinct advantage.

7. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

8.0. Evaluation Criteria

Prospective consultants will be evaluated for suitability to undertake the task based on the following criteria:

Education	20
Specific skills	60
General	20
<i>Total</i>	<i>100</i>

8. How to apply:

Interested individual consultants or research firms are expected to submit the following:

- Technical proposal including a letter of motivation, methodology, work plan, detailed curriculum vitae;

- Financial proposal including professional fees, costs relating to professional editing and design of print ready final report;
- Proof of previous related work - Examples of written work of a similar scope and at least three traceable references.

All applications clearly indicating the position title in the subject line must be submitted via e-mail to procurementbids@iom.int by 3 February 2022. Please note that only shortlisted candidates will be contacted.