Plan International

Terms of reference for consultant team/s to hold launch events of the FAIR Fish Project’s online course in Cambodia and/or Myanmar

I. About Plan International

We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

The Fostering Accountability in Recruitment for Fishery Workers Project (FAIR Fish) is an effort to reduce forced labor and human trafficking in the seafood-processing sectors of Thailand. The project is supported by the Office of Child Labor, Forced Labor and Human Trafficking (OCFT) at the Bureau of International Labor Affairs (ILAB), United States Department of Labor (USDOL). The FAIR Fish project is led by Plan International, an NGO with expertise in addressing forced labor (FL), human trafficking (HT) and child labor (CL) among fisherfolks and seafood processors in Thailand, Cambodia, Indonesia and the Philippines. Project implementation started in January 2019 and will end in December 2024.

II. Background

The FAIR Fish Project developed an online course on responsible recruitment, https://fairfishresponsiblerecruitment.org/, in collaboration with an e-learning content developer, EI Powered by MPS, and a learning management system platform developer called Simform. The FAIR Fish project’s online course won two bronze awards on Human Capital Management (HCM) at the Brandon Hall HCM Excellence Awards 2023 on August 17, 2023. One is a Best Initiative for Philanthropy and Corporate Giving award under Future of Work Awards category, and another is a Best Advance in Social Impact Innovation award under Human Resources Awards category.

The online course is intended to inform recruiters in Cambodia, Myanmar and Thailand, and Thai employers hiring migrant workers in Thai seafood processing industry how to set up a system in their organizations to ensure their recruitment process is responsible, and protect migrant workers from risks related to forced labor and human trafficking. The course’s interactive contents are available in Burmese, Cambodian, English, and Thai.
III. Objective of the TOR

The project is looking for teams of consultants to organize launch events of the online course in Myanmar and Cambodia, to promote the uptake of the online course among recruiters that recruit workers to work in Thailand.

IV. Tasks

Each selected consultant team is expected to:

1) Attend a half-day briefing session on the project’s online course, and reporting process conducted by FAIR Fish team members.
2) Identify at least 45 individual recruiters working to recruit workers to work in Thailand, especially Thai seafood processing industry, initiate relationships with them and invite them to participate in a face-to-face online course launch event.
3) Design a one-day, face-to-face event together with the FAIR Fish project team. The event must include the introduction of the content of the FAIR Fish online course and discussion on responsible recruitment issues in the country where the event will be held.
4) Hold a one-day, face-to-face event for recruiters in Myanmar and/or Cambodia to introduce the FAIR Fish online course for 45 individual participants.
5) Using video clips and other communication materials developed by the FAIR Fish Project, develop an introduction to the FAIR Fish online course to present to participants during the events. FAIR Fish team members will join the event virtually to greet the participants, and address questions raised by any participant.
6) Submit event reports and participant lists in English to the project with at least 30 photos of the events together with signed consent forms for future use by Plan International (consent form templates will be provided).

V. Timeline

Activities under this TOR are expected to start in October 2023 and be completed by January 2024.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1. Attend a half-day briefing session and documents review</td>
<td>October 2023</td>
</tr>
<tr>
<td>2. Identify, initiate relationship with and invite at least 45 recruiters to the online course launch event</td>
<td>The first half of November 2023</td>
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<tr>
<td>3. Hold a one-day, face-to-face online course launch event in Myanmar and/or Cambodia</td>
<td>The second half of November 2023</td>
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</tbody>
</table>
4. Submit event reports, signed participant sheets, at least 30 photos with signed consent forms to the FAIR Fish Project The first half of December 2023

VI. Deliverables/Outputs

The consultant can work remotely and regularly meet with the FAIR Fish Project team virtually through an online meeting application. In addition, the consultant will be expected to submit deliverables in English language using editable files, such as MS Word, MS Excel, as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide an updated workplan for expected tasks</td>
<td>Within five working days after attending the briefing session.</td>
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<tr>
<td>2</td>
<td>Provide a list of at least 45 identified and engaged recruiters in each country (Myanmar and/or Cambodia)</td>
<td>Within 10 working days after submitting the updated workplan</td>
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<tr>
<td>3</td>
<td>Provide an event plan, and the agenda of each online course launch event that include venue location and local time</td>
<td>Within five working days after completing all planned certificate presentation events.</td>
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<td>4</td>
<td>Provide a report in English on the launch event with signed participant sheets.</td>
<td>Within five working days after the event</td>
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<tr>
<td>5</td>
<td>Provide at least 30 photos from each event with consent forms for future usage of the photos by Plan International</td>
<td>Within five working days after the event (together with the event report)</td>
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VII. Payment

Plan International will pay consultant teams after deliverables are received and approved by an authorized representative of Plan International USA. Payments can be divided into milestones, but if the first payment is to be paid prior to submitting any deliverables it cannot exceed ten percent of the contract. Thai taxation law will be applied.

VIII. Ethics and Child Protection

*Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected in accordance with our Ethical MERL Framework and our Child and Youth Safeguarding Policy.*
IX. Qualifications

Candidates should have the following qualifications:

- Well connected to target groups of recruiters in Myanmar and/or Cambodia that recruit workers to work in Thailand.
- At least one team member is an experienced event organizer.
- At least one team member can communicate with event participants in their native language.
- Ability to read project documents and contracts in English and submit reports in professional-level English.
- Excellent interpersonal communication skills and the ability to demonstrate respect for people with diverse ethnicities, different socio-economic backgrounds, and beliefs.
- Familiarity with forced labor and human trafficking issues related to the recruitment of migrant workers from Myanmar and/or Cambodia who work in Thailand’s seafood processing sector is a plus.
- Familiarity with Thailand’s cross-border recruitment processes is a plus.
- Familiarity with compliance requirement of projects funded by the United States government is a plus.

X. How to apply?

- Submit a proposal with a cover letter to Mr. Supornchai Nawataweeporn, Plan International Thailand’s Senior Procurement Officer, via email at Thailand.Procurement@plan-international.org by **October 20, 2023**
- The proposal should include the following information:
  - CVs of team members with contact details;
  - Detailed budget for completing the assignment with team members’ daily professional fee rate;
  - a fixed price for the assignment;
  - sample documents of previous events related to recruiters organized.
- The selection of consultants will be done through proposal reviews and candidate interviews.
- Only short-listed candidates will be contacted.