

Terms of Reference

This is a short-term consultancy opportunity

Title:	Program and Technical Officer (Consultant)
Program/Unit:	Pacific RISE-CTIP
Reports to:	Chief of Party
Supervises:	N/A
Working Hours:	Fulltime (37.5 hours/week)
Work Location:	Republic of the Marshall Islands
Contract Term:	7 months
Eligibility:	National of the Republic of Marshall Islands (RMI) or individuals legally eligible to work in the RMI.

Background

The *Pacific Regional Initiative and Support for More Effective Counter-Trafficking in Persons* (Pacific RISE-CTIP) project is a five-year project implemented by The Asia Foundation with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of Pacific Islands stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection, and prosecution.

Summary of Position Responsibilities

The program and technical officer for the Republic of the Marshall Islands (RMI) will work closely with the chief of party in planning, implementing, and monitoring activities, developing innovative and entrepreneurial approaches in delivering and expanding the Foundation's program in counter-trafficking in persons, as well as identifying emerging issues and new opportunities for possible programming.

The program and technical officer will provide technical assistance to the Attorney General's office, which may include advice to stakeholders on the evidentiary requirements necessary to support TIP prosecution under relevant RMI legislation, guidance in assessing the adequacy of evidence collected, and training for Attorney General's staff on TIP investigation and prosecution matters.

The program and technical officer may also provide support to the Attorney General and chair of the National Taskforce that includes the provision of expert advice on a range of topics,

including TIP case management, legal opinions, or casework management recommendations that contribute to best practice decision-making processes, contribute to the drafting of CTIP correspondences, policies and regulations as requested, monitor and report on TIP casework as it progresses through investigative, prosecutorial and judicial processes.

The program and technical officer may also design, deliver, and evaluate tailored training for other Micronesian Attorney countries with similar legal requirements.

Relationships

Internal

Regular interaction with the regional representative, chief of party, deputy chief of party, team members, and other staff and consultants involved in the program, other program units within the Foundation, as well as with the Finance and Grants, Communications, and Program Evaluation and Support units of the Foundation.

External

The program and technical officer will maintain regular contact with a range of program partners, Pacific Islands stakeholders from government, civil society, and private sector working groups on TIP prevention, protection, and prosecution, development partners, and other implementers for information exchange and collaboration. They must also attend meetings, conferences, and external workshops as appropriate.

Position Accountabilities

Support to RMI National Task Force on Human Trafficking (NTHT)

- Collaborate closely with and support the RMI human trafficking coordinator.
- In consultation with the chief of party, provide advice to support the NTHT's priorities, such as strengthening the investigation and prosecution of TIP cases, developing a communications plan and awareness campaign, strengthening data collection and reporting, legislative reforms, and developing Standard Operating Procedures or regulations.
- Support, as appropriate, law enforcement agencies, experts, or consultants to strengthen RMI's response to TIP.
- Provide advice on legal drafting, police reports when necessary for TIP cases, and TIP-related matters that the Attorney General's office requires assistance with.
- Provide training to new attorneys and other Attorney General staff, including the human trafficking coordinator, on all TIP legislations, protocols, victim-centric approaches to counter TIP, and investigation and prosecution matters.

Program Support and Management

- Support the chief of party in determining project outputs, impact, overall project direction, and documentation of project activities.
- Develop mechanisms for effectively reporting activities and other updates from the program areas and implementors/grantees.

- Monitor project data, coordinate with project partners, and report the progress of activities based on the approved work plan.
- Track ongoing activities of partners and grantees, consultants, and other external service providers to ensure all program activities and reports are delivered at high quality, making the most effective and efficient use of program resources.
- Provide program management coaching and assistance to partners and grantees as they implement program activities.
- Interact with current and potential partners of The Asia Foundation and forge collaborative and trusting professional relationships with all partners.
- Participate in the organization of dissemination and facilitation of events as required.
- Contribute to project-related research, including data collection, analysis, and report writing.
- Draft letters of grant and amendments, letters of contract, and correspondence related to the project.
- Conduct due diligence on subgrantees and subcontractors pursuant to donor conditions and regulations.
- Support drafting of periodic reports for internal reporting or donor reporting requirements.
- Monitor ongoing developments with the host government and stakeholders and provide regular feedback to the Pacific Islands regional representative, chief of party, and deputy chief of party of broader context impacting program implementation.
- Track activities of other organizations and development partners implementing counter-trafficking in persons activities.
- Contribute to the development of any materials and publications that will be produced by the Pacific Islands office.
- Represent the Foundation in project activities as directed by the regional representative or chief of party.
- Assist the chief of party and deputy chief of party to ensure that project activities are implemented in accordance with Asia Foundation and donor rules and regulations.

Financial Management

- Support the deputy chief of party and finance and grants manager in monitoring activities' expenditures and targets.
- Contribute to project budgeting and financial management.
- Following USAID and Foundation policies and practices, ensure all financial documentation related to project activities is prepared, updated, and settled, including supporting documents.

Representation

- Participate in meetings and events with development and local partners, governments, businesses, and civil society organizations.
- Contribute to articles, written materials, and documentation for publication.
- Participate in Foundation meetings and other relevant professional forums and events.
- Represent The Asia Foundation at RMI-based events and present the Pacific RISE-CTIP project to partners and donors.

- Represent the Foundation on broader matters as requested.

Other

- Provide support to other ongoing programs and activities of the Foundation as may be necessary.
- Ensure compliance with the Foundation's policies, regulations, and practices.
- Participate in Foundation-led initiatives as assigned.
- Perform other duties as assigned by the regional representative, chief of party, and deputy chief of party.

Education

- A degree in Law or a related field is preferred. A postgraduate qualification is desirable.

Experience

- Relevant professional experience in the management of TIP cases in either legal, investigative, or operational support roles.
- Relevant professional experience in international development in the Pacific with private, public, bilateral, or multilateral development institutions or nonprofit organizations.
- Local knowledge and familiarity in some of the following: human rights, transnational organized crime, labor rights, or similar or related development projects, preferably in the area of counter-trafficking in persons.
- Strong research background.
- Experience in partnerships and management of grantees and consultants.
- Experience in program development and management: design, coordination, monitoring, reporting, and networking.
- Experience in proposal and report writing, financial and grants management and budget control, strategic planning, fundraising, and managing international donor-funded projects.

Skills

- Excellent verbal and written communication skills in both English.
- Ability to work with respect and sensitivity to specific contexts.
- Strong program management skills such as design, coordination, monitoring, and administration.
- Demonstrated flexibility and adaptability to perform and collaborate in changing project environments.
- Strong network with government agencies, especially key institutions, local partners and members of civil society working on human rights and counter-trafficking in persons.
- Proven management, analytical, and research skills with strong problem-solving ability. Excellent capacity to handle information with diligence.
- Strong interpersonal and intercultural skills, including ability to work with cross-cultural teams and adaptability to developing country contexts.

- Must have a strong track record of working independently and in a diverse team environment.
- Strong attention to detail and ability to multi-task.
- Highly organized, proactive, energetic, and efficient.
- Ability to travel regionally and domestically, including to remote locations.
- Proficiency in MS Word and Excel, email, and internet applications.

Prevention of Sexual Exploitation, Abuse, and Harassment

The Asia Foundation has zero tolerance for sexual exploitation, abuse and harassment, harassment based on gender and sexual identity, and the abuse and exploitation of children. All employees must demonstrate that they are committed to eliminating such behavior in the workplace and those we work with.

Diversity and Inclusion

The Asia Foundation is dedicated to fostering a diverse and inclusive work environment where individuals of all backgrounds, including women and those with diverse identities, can thrive in a secure and supportive atmosphere. We expect all team members to wholeheartedly embrace the principles of equality in every aspect.