



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Enhancing Cooperation Measures to Effectively Combat Trafficking in Persons through Capacity Building and Technical Assistance in Azerbaijan – Phase III

Project type:	Counter Trafficking (CT)
Secondary project type:	Technical Assistance
Geographical coverage:	Republic of Azerbaijan
Executing agency:	International Organization for Migration (IOM)
Beneficiaries:	<ul style="list-style-type: none">• Victims and Potential Victims of Trafficking (VoTs);• Academy of Public Administration Associated to the President Administration of Azerbaijan (APA);• Counter Trafficking Department of the Ministry of Internal Affairs;• Centre for Assistance to Victims of Human Trafficking of the Ministry of Labor and Social Protection of the Population;• Social Reintegration Centre(s) run by NGOs;• Government Shelter, Hotline;• Lawyers, Barristers and Media.
Partner(s):	<ul style="list-style-type: none">• Civil Society Organizations:<ul style="list-style-type: none">-TAMAS in Ganja;-Education Public Support Association of Youth of Azerbaijan [EPSAYA] in Lankaran;-Citizens Labor Rights Protection League [CLRPL] in Baku;-Azerbaijan Trade Unions Confederation.• Academy of Public Administration Associated to the President Administration of Azerbaijan• Other relevant Government Agencies, NGOs & IGOs<ul style="list-style-type: none">-Counter-trafficking Department of the Ministry of Internal Affairs;-Labor Inspectorate of the Ministry of Labor and Social Protection of the Population;-NGOs specialized in providing assistance, and the ILO, OSCE Offices in Baku;-International Working Group in Azerbaijan (ITWG)¹.
Management site:	IOM Mission in Baku, Azerbaijan
Duration:	01 September 2012 – 28 February 2014 (18 months)
Estimated budget:	USD 299,400

¹ This was formed in 2006 by IOM, the US Embassy, ILO and OSCE offices in Baku.

Summary

This project² seeks to enhance legal justice in combating trafficking in persons and improve protection mechanism in providing victims/potential victims of trafficking with appropriate assistance services, in particular for migrant workers, women and children, through capacity building for and technical assistance to concerned government authorities and civil society partners in Azerbaijan.

To this end, this project will strive to achieve **four (4) initiatives [4P]**, as outlined below:

- 1) **“Prevention”** is to reduce individual vulnerability of being victims/potential victims of trafficking by raising awareness in the private sector;
- 2) **“Prosecution”** is aimed to increase the prosecution and criminalization of perpetrators of trafficking in persons;
- 3) **“Protection”** is proposed to facilitate sustainable reintegration of victims/potential victims of trafficking;
- 4) **“Partnership”** will enhance cooperation and coordination among stakeholders to better assist victims and combat trafficking.

Expected results are:

- 1) Private sector representatives extensively informed of requirements of national and international legislation regarding the protection of rights of migrant workers;
- 2) Awareness raising and other service provision sustainably and effectively managed through continued operation of Migration Information Centres (MICs);
- 3) Host population/migrants received confidential counselling and sensitized on the risks of irregular migration, socio-economic consequences of trafficking and their rights;
- 4) Evidence-based identification of victims of abuse and/or exploitation or reasonable grounds for suspicion of exploitation practiced more efficiently;
- 5) Data collected and cases filed, which can be engaged in advocacy efforts and some cases brought to courts, if reasonable grounds found;
- 6) A set of 2 week-long Training Module for Counter Trafficking (the Module) completed;
- 7) Aptitude and skills of Academy of Public Administration (APA) and master trainers enhanced on the relevant issues through the Module development and Training of Trainers (ToTs);
- 8) Knowledge and skills of trained national authorities enhanced on the CT related issues and teaching methodologies;
- 9) Victims/potential victims received individual needs-based assistance through provision of legal/medical/psychosocial services and accommodation;
- 10) Cooperation/coordination mechanism among national authorities including court officials, NGOs, media and international organizations improved through networking and information sharing.

To achieve above envisioned results, this project will organize panel discussions with the private sector; continue operating Migration Information Centers (MICs) in Baku and Mingachevir which will provide host population and migrants with free and anonymous counseling. Additionally, IOM will facilitate a series of seminars with partner NGOs to inform

² The project builds upon the concerns on situations in Azerbaijan highlighted in previous and current Trafficking in Persons (TiPs) Reports provided by the US Department of State (DoS).

population about risks/dangers of irregular migration and trafficking. IOM will support partner NGOs in site inspections and monitoring visits³. The Organization shall prepare a report for each case of abuses or exploitation and send these to national authorities as well as diplomatic representations (including intergovernmental organizations) in Azerbaijan. To institutionalize training in combating trafficking, IOM will develop a training module in partnership with APA and will deliver ToTs on the developed Module to prepare future trainers. The APA will adopt the module into its curriculum for continuous education of civil servants in Azerbaijan. All at the same time, IOM will continue providing direct assistance to victims/potential victims of trafficking and shall facilitate workshops by bringing together national authorities, NGOs, media and international organizations to promote partnerships among all stakeholders.

1. Rationale

Recently, improvements were made in the national legislation of Azerbaijan on combating trafficking in persons. In 2009, the administration adopted the National Counter-trafficking Action Plan for 2009-2013, the National Referral Mechanism and the List of Trafficking Indicators into its legislation. In 2011-2012, decisions made by the Baku Court of Appeal and Supreme Court set precedents in Azerbaijan by ruling in favor of a group of migrant workers.⁴ Despite these advancements, unresolved gaps in the legislative framework, poor enforcement protocol and the persistence of arbitrary rulings undermine efforts to eliminate exploitation among nationals and migrant workers. The Government of Azerbaijan neither fully complies with minimum standards for the elimination of trafficking, nor has it made sufficient progress in investigating, prosecuting or convicting labor or sex trafficking, including identifying victims and ensuring the protection of the rights of victims.⁵

Absence of skilled human resources with strong commitment to eliminate TiP both in the public and private domains, not to mention the rudimentary stage of cooperation among concerned parties⁶, is a major challenge to put an advanced referral mechanism with quality

³ They include visits to construction sites, farms, massage parlors, etc. All the performance will be strictly abided by the ethical data management and code of conduct.

⁴ IOM has been cooperating with the CLRPL (kindly spell it) since 2000 primarily in the area of building the capacity of the government agencies. In 2010 CLRPL started providing legal assistance to migrants and victims of trafficking. Cooperation between the two entities has been further intensified, by successfully assisting and supporting 13 migrant workers trafficked for labour to successfully claim their rights and thus set a precedent in the country for compensation.

⁵ Since 2008, Azerbaijan has transformed itself into a destination country for migrants. However, overall, the current legal/regulatory framework and protection mechanism are inconsistent, incomplete and does not meet international standards of combating trafficking in persons, in particular specific vulnerable groups to exploitation such as migrant workers, irregular migrants, and victims/potential victims of trafficking. Consequently, numbers of nationals/non-nationals who have been subject to exploitation, especially labour exploitation, increased drastically since 2009 in Azerbaijan.

⁶ The cooperation/coordination mechanism among IOM, other members of the ITWG and the international community is still very weak to make consolidated efforts to identify victims of forced labor and sex trafficking, and place diplomatic pressure on the Government of Azerbaijan to investigate, prosecute, convict and punish the perpetrators of such crimes.

assistance service delivery⁷ in place. The lack of qualified civil servants is largely due to absence of appropriate capacity building opportunities and up-to-date reference materials which can effectively aid them to deal with tasks in a more professional manner. NGOs in Azerbaijan fear exposure because of the risk of reprisal and their potential for contribution in the identification of victims/potential victims is not fully utilized. The possibility to hire laborers, in particular migrant workers, without authorization is widely abused by employers who avoid getting work permits. Taking advantage of loopholes in national legislation, many workers have problems with their employers⁸.

To break through the status quo bringing positive changes, the 4Ps approach is proposed, each complementing with the other initiatives. It is believed that the incidents that lead to complications for workers could be avoided, to some extent, should employers, known to employ foreign workers, be made aware of the national and international legal frameworks by which they are bound. There is also a need to empower and support NGOs in reporting identified cases to the Ministries of Interior, Justice, and Labor Inspectorate, State Migration Service, General Prosecutor's Office and the Ombudsman's Office. With introduction and institutionalization of a full-fledged Counter-Trafficking Training Module in academic institutions, a significant achievement would be made in Azerbaijan in making formal training courses available for government officials to be served as a qualified workforce. For effective protection of victims/potential victims, continued operation of MICs will be highly instrumental in establishing streamlined referral mechanism with sustainable operation of services/facilities in Azerbaijan, addressing the shortcomings, alerting vulnerable populations and facilitating information dissemination. Sustainable practices of constructive dialogue among stakeholders, let alone bringing the private sector, will create an enabling environment to effectively advocate the interests and concerns of victims/potential victims of trafficking.

IOM Mission in Azerbaijan holds extensive experience and expertise in migration management through research, training, partnership and other operational activities. It has established excellent working relations and has been actively cooperating with the relevant Ministries, State Services and public academic institutions. Another important strength of IOM is the well established network and cooperation with NGOs, based both in Baku and other regions which ensures efficient delivery of project activities & follow-ups.

This project is fully in line with accomplishments achieved, lessons learned and recommendations made through implementing the US DoS-funded 'Enhancing Measures and Cooperation to Effectively Combat Trafficking in Persons through Capacity Building and Technical Assistance in Azerbaijan Phases I and II' (2009-2010 and 2011-2012). Azerbaijan's National Counter-trafficking Action Plan for 2009-2013 was also taken into the highest consideration.

⁷ Although awareness raising and information dissemination activities are an important component of preventing trafficking; the 152 Hotline still lacks the technical and human resource capabilities to provide services. Community outreach and counseling services provided by the government are still very weak.

⁸ This is also true that representatives of private companies in Azerbaijan are not sufficiently exposed to enhance knowledge about the latest development in the national legislation on combating human trafficking, and awareness on the full picture of the socio-economic consequences of being VoTs for their employees, as well as their responsibilities and penalties they may face as results of breach of laws, etc.

2. Partnerships and coordination

IOM will retain the overall responsibility for the implementation of the project by providing necessary management, administrative and technical support. The IOM Baku Chief of Mission, as a Project Manager, will supervise the project. National and international experts shall be involved in the planning and implementation of the various activities, as necessary. IOM will work closely with members of ITWG, civil society organizations, as well as government authorities responsible for migration management and countering trafficking in persons, to ensure timely coordination/cooperation, enhanced ownership and sustainability of the project impacts.

TAMAS and EPSAYA, under IOM's supervision, will carry out monitoring activities and site visits to construction sites, farms, massage parlors, etc. in Western Regions (Agstafa, Ganja, Goranboy, Mingachevir, Oguz and Shamkir) and Southern Regions (Astara, Jalilabad, Lankaran, Lerik, Masalli and Yardimli), totaling at least 12 regions. They will immediately relate findings to IOM, should they identify any victims of abuse/exploitation or when there are reasonable grounds to believe that there is evidence of exploitation during monitoring/site visits. IOM will in turn start advocacy efforts on each identified case. IOM will coordinate with CLRPL to provide free legal assistance, should the government and/or the relevant Embassy/consulate fail to provide such aid. In cases when the government/relevant Embassy fail to provide medical, accommodation, return and reintegration aid, IOM will provide necessary support with the ITWG and the network of NGO partners.

The Academy of Public Administration Under the Presidential Administration of Azerbaijan will provide support to IOM in developing the Counter-Trafficking Training Module specific for Azerbaijan and will allocate its key lecturers from law, international relations, sociology, etc. to participate in the training of trainers program which provide the knowledge and capacities necessary to become fully competent lecturers in relevant topics. The Academy will adopt the Module as part of its formal curriculum and shall begin conducting regular courses for civil servants.

Relevant government agencies and non-governmental organizations, such as the Counter-trafficking Department of the Ministry of Internal Affairs, Labor Inspectorate, Ministry of Labor and Social Protection of the Population, the ILO, OSCE Office in Baku, and select NGOs will play an important role in developing recommendations to the Cabinet of Ministers for consideration of adoption, as well as developing Curriculum and trainings where their experts may serve as resources.

3. Monitoring and Evaluation

Monitoring

During the project implementation period, the Project Manager, together with the Project Team members, will monitor implementation of all activities and shall regularly monitor outcomes and implementation against the implementation schedule and relevant indicators as listed in the project document 'Outputs'. Due to the project's long-term and evolving nature, some reasonable adjustments to project activities may be needed in the course of implementation, as long as they serve the objective and purposes of the project and are endorsed by INL.

The implementation of the project will be monitored by IOM Azerbaijan, through:

- Assessing the implementation of the activities, as well as the achievement of outcomes and outputs in relation to the project objectives. Furthermore, it will ensure that the expenses correspond to the budget line items and produce cost-effective results.
- Ongoing liaison with the Project Team, including participation in activity review meetings with stakeholders, in particular with the project partners (three NGOs, Public Administration Academy) as well as with the U.S. Embassy in Baku.
- Determining and evaluation of the factors that affect the development of the activities, and the achievement of results.
- IOM counter-trafficking expert (regional or global) will be invited to participate in events, meet partners and beneficiaries, visit sites and assess overall progress of the project.

Evaluation

Evaluation in IOM is defined as the systematic and objective assessment of an ongoing or completed project, programme or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability. Evaluation also refers to the process of determining the worth or significance of an activity, policy or programme.

Project and programme performance is systematically examined through evaluations, whether internal or external, and the lessons learned are integrated into project development processes.

An external evaluation will be carried out upon completion of the project. The evaluator may be selected and nominated by the donor. IOM, as an implementing agency, will provide the external evaluator all support and project-related information needed for the completion of the task. The results of the external evaluation will be reported to the donor and participating institutions.

Since the project is of a long-term and evolving nature, the recommended evaluation approach is "process evaluation", understanding that some reasonable adjustments to project activities may take place in the course of implementation, as long as they better serve the objective and outcomes of the project and are endorsed by the donor.

4. Results Matrix

	Indicators	Baseline/Target	Assumptions
<p>Objective This project seeks to enhance legal justice in combating trafficking in persons and improve protection mechanism in providing victims/potential victims of trafficking with appropriate assistance services, in particular for migrant workers, women and children, through capacity building for and technical assistance to concerned government authorities and civil society partners in Azerbaijan.</p>	<p>Number of migrants/Azerbaijani citizens received counseling, persons in trafficking cases brought to courts and needs-based direct assistance</p> <p>Number of MICs continuously supported and Training Module for Counter Trafficking developed</p>	<p>Baseline: 0 Target: 150 for counseling, 2 court cases and 25 for assistance (at least 25 persons being migrants workers, women and/or children out of the total 177 target numbers)</p> <p>Baseline: 2 for MICs and 0 for Training Module Target: 2 for MICs and 1 for Training Module</p>	
Outcomes			
<p>Outcome 1 (prevention): Individual vulnerability of being victims/potential victims of trafficking of individuals reduced by raising awareness through MICs and in the private sector (employers)</p>	<p>Percentage increase in the number of lawfully employed migrants</p> <p>Number of supported MICs for operation</p>	<p>Baseline (within this action): 0% Target: 15%</p> <p>Baseline: 2 Target (continued): 2</p>	<p>Assumptions under outcomes -Under outcome 2, 3 and 4: Government of Azerbaijan becomes keener on complying with international standards in combating trafficking in persons and protect migrants' rights. -Under outcome 2 and 4: National authorities are not against planned activities and there are no such arbitrary interventions practiced. -Under outcome 1 and 4: Overall there is a</p>
<p>Output 1.1: Private sector representatives extensively informed of requirements of national and international legislation regarding the protection of rights of migrant workers</p>	<p>Number of panel discussions</p> <p>Number of participants</p>	<p>Baseline: 0 Target: 2</p> <p>Baseline: 0 Target: 80</p>	

<p>Output 1.2: Awareness raising and other service provision sustainably and effectively managed through continued operation of MICs;</p>	Number of focus group discussions organized	Baseline: 0 Target: 450	<p>culture of established Public Private Partnership (PPP) to overcome challenges in the society.</p> <p>Assumptions under outputs -Under outputs 1.1, 2.2, 2.3, 2.4, 2.5, 4.1: Involved stakeholders such as relevant government officials, judges and private sector are willing to apply their gained information/knowledge in dealing with their daily tasks and business. -Under outputs 1.2, 1.3, 2.1, 2.2, 3.1: Beneficiaries and partners are open and cooperative to share information, suggest recommendations and come up with other innovative solutions which might be highly contributable to the project outputs in country specific context. -Under 1.3, 3.1, 4.1: Propagation of messages is effectively managed, information disseminated is well digested by target groups and it highly weighs in changing their behaviors for safer migration.</p>
	Number of persons sensitized directly through focus group discussions	Baseline: 0 Target: 13500	
	Number of posters/info-cards/educational materials produced & PSAs aired	Baseline: 0 Target: 3000/6000/3000/3	
<p>Output 1.3: Host population and migrants received confidential counseling and sensitized on the risks of irregular migration, socio-economic consequences of trafficking and their rights.</p>	Number of persons who received direct counseling from MICs	Baseline: 0 Target: 150	
<p>Activities:</p> <ol style="list-style-type: none"> 1) Organize two 1-day panel discussions with the private sector; 2) Support continued operation of MICs in Baku and Mingachevir; 3) Provide host population/migrants with free and anonymous counseling; 4) Facilitate series of seminars with partner NGOs. 			
<p>Outcome 2 (prosecution): National capacity and efforts to prosecute and criminalize perpetrators of trafficking in persons and exploitation of labour intensified</p>	Number of cases brought to courts	Baseline: 2 Target: 2	<p>Assumptions under activities -Under activities 1), 2), 3), 4) and 11): Beneficiaries and partners are widely informed of and willing to participate in the planned stand-alone activities or available services within the MICs. -Under activities 3) and 10): Security, safety and privacy of the beneficiary individual/group are well respected through sound practice of “anonymity, ethical data management & code of conduct” during the service provision.</p>
	Training Module for Counter Trafficking became part of formal education programme of APA (Y/N)	Baseline: No Target: Yes	
<p>Output 2.1: Evidence-based identification of victims of abuse and/or exploitation or reasonable grounds for suspicion of exploitation practiced more efficiently;</p>	Number of site inspections/monitoring visits	Baseline: 0 Target: 864 visits	
	Number of regions covered	Baseline: 0 Target: 12 regions/cities	
<p>Output 2.2: Data collected and cases filed, which can be engaged in advocacy efforts and some cases brought to courts, if reasonable grounds found;</p>	Number of report with cases produced	Baseline: 0 Target: 1 synthesis report	

Output 2.3: A set of 2 week-long Training Module for Counter Trafficking developed.	Number of Module package produced	Baseline: 0 Target: 1	<p>-Under activities 5) and 6): Fear of exposure of partner NGOs sufficiently mitigated to carry out the inspections/monitoring.</p> <p>-Under activities 7), 8) and 9): Team of Module development and trainings, including APA, keep their motivation and are capable of completing their tasks.</p>
Output 2.4: Aptitude and skills of APA and master trainers enhanced on the relevant issues through the developed module and ToTs.	Number of ToTs delivered	Baseline: 0 Target: 1	
	Number of participants	Baseline: 0 Target: 20	
Output 2.5: Knowledge and skills of trained national authorities enhanced on the CT related issues and teaching methodologies.	Number of trainings delivered by APA to civil servants	Baseline: 0 Target: 2	
	Number of participants	Baseline: 0 Target: 40	
<p>Activities:</p> <p>5) Support partner NGOs in site inspections and monitoring visits to construction sites, farms, massage parlors, etc. through practice of ethical data management/code of conduct;</p> <p>6) Prepare a report for each case of abuses or exploitation and distribute it widely among national authorities and diplomatic missions, international organizations;</p> <p>7) Prepare a Training Module for Counter Trafficking in partnership with APA;</p> <p>8) Deliver ToTs on the developed Module;</p> <p>9) Support APA and trained trainers in carrying out capacity building trainings for civil servants as and where necessary.</p>			
Outcome 3 (protection): Rehabilitation and reintegration made available for victims and potential victims of trafficking.		Baseline: N Target: Y	
Output 3.1: Victims/potential victims received individual needs-based direct assistance.	Number of persons provided with direct assistance	Baseline: 0 Target: 25	
<p>Activities:</p> <p>10) Provide recovery and reintegration assistance to victims and potential victims which include the provision of</p>			

legal/medical/psychosocial services and accommodation.		
Outcome 4 (partnership): Enhanced cooperation and coordination to better assist victims and potential victims of trafficking as well as in the area of combating trafficking in persons.	Number of regularly engaged organizations	Baseline: 0 Target: 7
Output 4.1: Cooperation/coordination mechanism among concerned parties improved through networking and information sharing.	Number of workshops organized	Baseline: 0 Target: 3
	Number of participants	Baseline: 0 Target: 120
Activities:		
11) Facilitate two workshops by bringing together national authorities, NGOs, media and international organizations.		

5. Work plan

Activity	Party responsible	Time frame (Monthly basis, 2012-2014)																	
		M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18
1) Two 1-day panel discussions with private sector	IOM																		

2) Continued operation of MICs in Baku/Mingachevir	IOM, MICs																		
3) Free & anonymous counseling for host population/migrants	IOM, MICs																		
4) Seminars with partner NGOs	IOM																		
5) Site inspections & monitoring visits by partner NGOs	IOM, Partner NGOs (TAMAS, EPSAYA & CLRPL)																		
6) Production of a case report for abuses/exploitation	IOM, partner NGOs																		
7) Development of Training Module for Counter Trafficking with APA	IOM, APA																		
8) ToTs on the developed Module	IOM, APA																		
9) Capacity building trainings for national authorities	IOM, APA, ToTs																		
10) Recovery & reintegration assistance to victims/potential victims	IOM, MICs, Partner NGOs																		
11) Cooperation/coordination enhancement workshops with partners	IOM																		
12) External evaluation	IOM, Office to Monitor & Combat TIPs, External evaluator																		

6. Budget

- **Total amount: USD 299,400**
- Please refer to the separate excel sheet of **“Budget Breakdown”** for details.

Terms of Reference

for an external evaluation of the project

“Enhancing Cooperation Measures to Effectively Combat Trafficking in Persons through Capacity Building and Technical Assistance in Azerbaijan – Phase III”

SUMMARY OF THE CONSULTANCY

Position Title	: External evaluator
Duty Station	: Home-based with a mission to Baku and regions of Azerbaijan
Type of appointment	: Short-term consultant
Starting Date	: 17 February 2014
End of Assignment	: 31 March 2014
IOM project type	: Counter-trafficking

1. BACKGROUND OF THE PROJECT/PROGRAMME

1) Context

Recently, improvements were made in the national legislation of Azerbaijan on combating trafficking in persons. In 2009, the administration adopted the National Counter-trafficking Action Plan for 2009-2013, the National Referral Mechanism and the List of Trafficking Indicators into its legislation. In 2011-2012, decisions made by the Baku Court of Appeal and Supreme Court set precedents in Azerbaijan by ruling in favor of a group of migrant workers.⁹ Despite these advancements, unresolved gaps in the legislative framework, poor enforcement protocol and the persistence of arbitrary rulings undermine efforts to eliminate exploitation among nationals and migrant workers. The Government of Azerbaijan neither fully complies with minimum standards for the elimination of trafficking, nor has it made sufficient progress in investigating, prosecuting or convicting labor or sex trafficking, including identifying victims and ensuring the protection of the rights of victims.¹⁰ Absence of skilled human resources

⁹ IOM has been cooperating with the CLRPL (kindly spell it) since 2000 primarily in the area of building the capacity of the government agencies. In 2010 CLRPL started providing legal assistance to migrants and victims of trafficking. Cooperation between the two entities has been further intensified, by successfully assisting and supporting 13 migrant workers trafficked for labour to successfully claim their rights and thus set a precedent in the country for compensation.

¹⁰ Since 2008, Azerbaijan has transformed itself into a destination country for migrants. However, overall, the current legal/regulatory framework and protection mechanism are inconsistent, incomplete and does not meet international standards of combating trafficking in persons, in particular specific vulnerable groups to exploitation such as migrant workers, irregular migrants, and victims/potential victims of trafficking. Consequently, numbers of nationals/non-

and cooperation mechanism with strong commitment to eliminate TiP both in the public and private domains, among others, is another major challenge to put an advanced referral mechanism with quality assistance service delivery¹¹ in place.

2) Purpose and objectives of the project

This project¹² seeks to enhance legal justice in combating trafficking in persons and improve protection mechanism in providing victims/potential victims of trafficking with appropriate assistance services, in particular for migrant workers, women and children, through capacity building for and technical assistance to concerned government authorities and civil society partners in Azerbaijan.

To this end, this project has strived to achieve **four (4) initiatives [4P]**, as outlined below:

- 1) **“Prevention”** is to reduce individual vulnerability of being victims/potential victims of trafficking by raising awareness in the private sector;
- 2) **“Prosecution”** is aimed to increase the prosecution and criminalization of perpetrators of trafficking in persons;
- 3) **“Protection”** is proposed to facilitate sustainable reintegration of victims/potential victims of trafficking;
- 4) **“Partnership”** will enhance cooperation and coordination among stakeholders to better assist victims and combat trafficking.

This project is fully in line with accomplishments achieved, lessons learned and recommendations made through implementing the US DoS-funded ‘Enhancing Measures and Cooperation to Effectively Combat Trafficking in Persons through Capacity Building and Technical Assistance in Azerbaijan Phases I and II’ (2009-2010 and 2011-2012). Azerbaijan’s National Counter-trafficking Action Plan for 2009-2013 was also taken into the highest consideration.

3) Major outputs expected

Expected results, by the end of the project implementation, include:

- 1) Awareness raising and other service provision sustainably and effectively managed through continued operation of Migration Information Centres (MICs);
- 2) Evidence-based identification of victims of abuse and/or exploitation or reasonable grounds for suspicion of exploitation practiced more efficiently;
- 3) Knowledge and skills of trained national authorities enhanced on the CT related issues and teaching methodologies;

nationals who have been subject to exploitation, especially labour exploitation, increased drastically since 2009 in Azerbaijan.

¹¹ Although awareness raising and information dissemination activities are an important component of preventing trafficking; the 152 Hotline still lacks the technical and human resource capabilities to provide services. Community outreach and counseling services provided by the government are still very weak.

¹² The project builds upon the concerns on situations in Azerbaijan highlighted in previous and current Trafficking in Persons (TiPs) Reports provided by the US Department of State (DoS).

- 4) Victims/potential victims received individual needs-based assistance through provision of legal/medical/psychosocial services and accommodation;
- 5) Cooperation/coordination mechanism among national authorities and other concerned stakeholders, including court officials, NGOs, media, private sector and international organizations, improved through networking and information sharing.

4) Partnerships and coordination of project implementation

IOM retains the overall responsibility for the implementation of the project by providing necessary management, administrative and technical support. Three NGOs based in Baku and regions of Azerbaijan are formal implementing partners of this project. Under IOM's supervision and in coordination with IOM, they carry out monitoring activities and site visits to where there would be possible exploitation of persons, as well as provision of direct assistance (such as medical, accommodation, return and reintegration aid) to victims of trafficking and potential victims. IOM also cooperates with the Academy of Public Administration under the Presidential Administration of Azerbaijan in capacity building of government officials through CT Module development and trainings. Besides, relevant government agencies and non-governmental organizations, play an important role in successful implementation of the project activities.

2. OBJECTIVES OF THE EVALUATION

The main purpose of this end-of-project external evaluation is to determine the effectiveness of the project in achieving its objectives of improving the cooperation measures to effectively combat trafficking in persons in Azerbaijan.

The evaluation results will be shared with the donor, project implementation partners and other concerned stakeholders to improve the future intervention strategies and actions.

The evaluation purpose includes:

- a) Determine whether project has been successful and in achieving its objectives and outputs through implementing relevant activities efficiently narrated in the project document;
- b) Determine how far the project has been able to address the issues of sustainability to ensure the lasting impact of the project outcomes, through local capacity building initiatives for government officials as well as civil society organizations;
- c) Determine the effectiveness of the project, relevant cross-cutting issues in mind, in particular gender interests, governance and human rights protection, in addressing the issues outlined under Rationale of the project document;
- d) Determine access and quality of the direct assistance services rendered to victims and potential victims of trafficking and other vulnerable groups of migrants in needs; recommend more effective ways to replicate the successful approaches throughout the country, beyond the capital and major cities;
- e) To propose constructive recommendations and advise on possible changes to project approaches for development of future interventions.

3. METHODOLOGY OF THE EVALUATION

The evaluation is in line with IOM internal documents such as the “IOM Project Handbook – Module 6 Evaluation” (2011), “IOM Evaluation Guidelines” (2006) and IOM Internal Guidance Notes related to Migrant Assistance.

There is a standard Evaluation Sheet template attached to this ToR to be used during the evaluation. The evaluator shall take into account all evaluation items specified in the mentioned template to the extent possible wherever relevant to this project category and concept. In this regard, the evaluation criteria endorsed by the OECD-DAC as well as cross cutting issues will be assessed:

- a) Relevance
 - Is the project still consistent with the needs and priorities of the final beneficiaries and other stakeholders?
 - Are the various stakeholders and interest groups satisfied with the objectives of the project?
- b) Effectiveness
 - To what extent the project is achieving its purpose?
 - Is the quality and quantity of the produced results and outputs in accordance with the plans, how the results/outputs are applied by the beneficiaries and other intended stakeholders?
 - Are the results/outputs making a contribution towards promoting sustainable anti-trafficking efforts in Azerbaijan?
- c) Efficiency
 - How well did the activities transform the available resources into the intended outputs/results, in terms of quantity, quality and time?
 - Were the project fund expenditures provided as planned?
- d) Impact
 - Has progress been made towards achieving the objectives of the project?
 - What is the sustainability impact of the project?
 - Do the indicators for the overall objective show that the intended changes are starting to take place?
- e) Sustainability
 - What are the possible factors that enhance or inhibit the different aspects of sustainability (Ownership / commitment, economic/financial, institutional, technical, etc.)?
 - Are the benefits produced by the support through the project likely to be maintained after the termination of the project implementation?

The evaluation process will be carried out in three phases: i. Desk Phase, ii. Field Phase and iii. Synthesis Phase.

- i. Planning and desk research phase: 17 - 28 February 2014**

In the Desk Phase, the relevant project documents should be reviewed, as well as documents shaping the wider strategy/policy framework. The evaluator will then analyse the logical framework by IOM. The relevant financing decision should also be reviewed, as well as the project proposals, the contract managing the project, guidelines, quarterly reports, etc.

Deliverable: IOM Azerbaijan, as the Project Management Location, will prepare, in coordination with the evaluator, a detailed work plan with an indicative list of people to be interviewed.

ii. Field Phase: 03 – 07 March 2014

In coordination with IOM Azerbaijan, the evaluator will carry out the assessment. Data will be collected according to the following methods and the Evaluation Sheet will serve to compile the data:

- ✓ **Briefing meeting** with project management staff at the beginning of the Field Phase;
- ✓ **In-depth interviews** with key project partners and relevant stakeholders;
- ✓ **Focus Group discussion** with NGO partners members and trained personnel;
- ✓ **Questionnaires or surveys** could be prepared and disseminated among stakeholders, in particular who couldn't participate in the interviews, in order to guarantee broader coverage.

Deliverable: The evaluator will summary the field work with a debriefing to IOM Azerbaijan.

iii. Synthesis Phase: 10 – 31 February 2014

This phase is mainly devoted to the preparation of the final evaluation report. The evaluator will make sure that:

- ✓ Assessments are objective and balanced, affirmations accurate and verifiable, and recommendations realistic.
- ✓ When drafting the report, the evaluator will acknowledge clearly which changes should be taking place, in order to avoid misleading readers and causing unnecessary irritation or offence.

Deliverable: At the end of the synthesis phase a final report shall be delivered.

During the preparatory discussion between the IOM and evaluator further refinement on the evaluation methodologies can be done, for a more proper selection of evaluation methods and participatory techniques.

4. REPORTING

A final evaluation report will be produced by 31 March 2014, in English, describing and analysing the impact of the aforementioned US INL funded project, and recommendations for future replication, particularly how the experience and lessons learned during the implementation period can be taken forward to improve the cooperation measures to effectively combat trafficking in persons in Azerbaijan. All these

should be embedded in the standard Evaluation Report template which is annexed to this ToR.

5. DESIRABLE QUALIFICATIONS OF THE EVALUATOR

The evaluation team will be composed of one external expert who will comply with the following qualifications and expertise:

1) Education and experience

- a) Advanced university degree in law, migration, human rights, education, evaluation or related field;
- b) A minimum of 10 years of professional experience specifically in projects related to prevention of human trafficking and forced labour, human rights protection of migrants, improvement of national legal framework in combating trafficking in persons, capacity building of and technical assistance to national authorities and NGOs, and improvement of protection mechanism in providing victims/potential victims of trafficking, etc.;
- c) Substantial international track record of conducting different types of evaluations, including process, outcome and impact evaluations in different countries and organizations;
- d) Experience in monitoring/evaluating, preferably US INL-funded projects;
- e) Familiarity, experience and/or knowledge of South Caucasus region and/or former Soviet Union countries an asset.

2) Languages

- a) Thorough knowledge of English (both spoken and written skills);
- b) Working knowledge of Russian is strongly recommended for easy facilitation of field visits and stakeholders meetings.

6. RESOURCES AND TIMING

1) Resources available to carry out the evaluation

- a) Roundtrip transportation cost to and from Azerbaijan, if the residing country is differed from the place of duty
- b) Daily subsistence allowance during his/her stay in the place of duty
- c) Administrative support from the IOM Mission in Azerbaijan
- d) Project documents, reports and other materials produced
- e) Office workspace, if necessary
- f) Vehicle with a driver for field visits and meetings with project stakeholders in Azerbaijan
- g) Translator (English and Azerbaijani)

2) Payment to the evaluator

The all-inclusive fee (subject to negotiation depending on the evaluator's qualification and experience) due to the evaluator for the consultancy shall be paid upon completion of all the tasks specified in this ToR to the bank account indicated by the evaluator.

3) Plan of action and timing

The evaluation will take place in February and March 2014 and the duration of evaluation will be maximum 6 (six) weeks. A draft evaluation report must be presented to IOM by 21 March 2014 and final report by 31 March 2014.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5-6
Project info briefing by IOM Mission in Azerbaijan					
Desk review of project documents					
Mission to Baku and regions of Azerbaijan					
Additional information/discussion, if necessary (through e-mail/telephone communication)					
Draft of the evaluation report and recommendations, and share with IOM (by 21 Mar. 2014)					
Final adjustments to the report and submission for the use of both the IOM and donor (by 31 Mar. 2014)					

7. SUBMISSION OF APPLICATION

Interested candidates are requested to submit their CV and cover letter to iombaku@iom.int and mpark@iom.int.

8. ANNEXES:

Annex I – Evaluation Sheet
Annex II – Evaluation Report

Annex:

Provisional meeting plan: external evaluation

11-14 March 2014

11 March 2014 (Tue.)

Time	Counterparts	Agenda/activities/specifics	Participants
09:00-10:00	IOM Mission in Azerbaijan	Meeting with the project team and briefing about the project implementation	Mr. Serhan Aktoprak, Officer in Charge
11:45 – 12:45	Centre for Assistance to Victims of Trafficking, Ministry of Labour and Social Protection of the Population	Visit to the Center and meeting with the director	Ms. Rukhsara Akhundova, VAC Director
14:00 – 15:00	State Migration Service	County situation, migration policy and SMS's programmes and activities for the protection of migrants, cooperation with IOM	Mr. Vahid Gahramanov, Chief of Migration Policy and Legal Support Head Department Mr. Islam Aghayev, Deputy of Chief of International Cooperation Department
15:30 – 16:30	Counter-trafficking department of the Ministry of Internal Affairs	Meeting with the department head: county situation, MIA's programmes for CT and activities of the department, cooperation with IOM	Mr. Fuad Aliyev, Counter Trafficking Department Mr. Samir Garayev, Counter Trafficking Department Ms. Azizova Parvana, Operations Attorney, Counter Trafficking Department Ms. Gunay Ibrahimova, Director of Hotline

12 March 2014 (Wed.)

Time	Counterparts	Agenda/activities/specifics	Note
10:00 – 11:00	Academy of Public Administration	Meeting with the rector and academy staff of the overall cooperation and the CT trainings carried out	Mr. Urkhan Alakbarov, Rector of the Academy of Public Administration Ms. Gulnara Gurbanova, Head of the Institute of Professional Development of Senior Civil Servants within APA Mr. Rajib Rahimly, Head of Scientific Council within APA
11:00 – 12:30	Focus group discussion with trained civil servants (in the APA premise)	ExCom representatives, municipalities, jeks, police under MIA	About 45 civil servants who participated in the CT training organized at the APA
14:00 – 15:00	Focus group discussion with AzRCS	Migration department, local branches trained	Mr. Bayram Valiyev, Secretary General Ms. Sona Hajiyeva About 12 AzRCS regional coordinators and local branch representatives who participated in the Migration Information Center induction training organized by IOM in Baku and regions
15:30 – 16:30	US embassy in Baku	E-mail correspondence (due to her illness)	Ms. Fanta Orr, Political Officer of the US Embassy in Baku

13 March 2014 (Thu.)

Time	Counterparts	Agenda/activities/specifics	Note
09:30 – 10:30	IOM Baku	Direct assistance and MIC operation	Ms. Naila Jafarova, Movement Assistant/AVRR Coordinator Ms. Saltanat Mammadova, Programme Coordinator

			Ms. Rukhsara Abbasova, former MIC Counselor Ms. Miyeon Park, Programme Officer Mr. Elnur Nasimov
10:30 – 11:30	ILO (ICMPD)		
11:30 – 12:30	Turkish embassy, Moldovan embassy, Uzbekistan embassy (in IOM Baku office)	Labor attaches and officials referred cases to IOM Baku	Mr. Ismayil Haqverdiyev, Turkish Embassy in Baku Mr. Gheorghe Botan, Consul of the Moldovan Embassy Mr. Umora Hussain, Uzbekistan Embassy in Baku
14:30 – 17:30	Collective meeting with NGOs (in IOM Baku office)	Citizens' Labour Rights Protection League, Education Public Support Association of Youth of Azerbaijan (e-mail communication), TAMAS NGO, Azerbaijan Children's Union, Clean World, Azerbaijan Migration Centre, Parvana (MIC seminars)	Mr. Sahib Mammadov, Chairperson, Citizens' Labour Rights Protection League Ms. Sudaba Mammadova, TAMAS Regional Development Public Union Ms. Gunay Ibrahimova, Azerbaijan Children's Union Mr. Abbas Ismayilov, Lawyer, Clean World Public Union Mr. Alovzat Aliyev, President, Azerbaijan Migration Center Public Union Mr. Afiq Melikov, Chairman, Public Support Association of Youth of Azerbaijan Public Union (e-mail correspondence)

14 March 2014 (Fri.)

Time	Counterparts	Agenda/activities/specifics	Note
10:15 - 11:20	OSCE		Ms. Tarana Bagirova
11:30 – 12:30	ATIB, TUSIAB, Trade Unions, Entrepreneur's Association		Ms. Konul Alakbarova, Ms. Shargiya Mammadova, Legal Department, Azerbaijan Trade Unions Confederation Mr. Agshin Nuhuyev, Lawyer, Mr. Samir Ahmadov, Assistant Lawyer, Azerbaijan-Turkish Industrialists and Business Association Ms. Sevda Mammadly, Azerbaijani-Turkish Business Association Mr. Mehman Mehmanov, Deputy Secretary General, National Confederation of Entrepreneurs Organization
14:40 – 15:30	IOM Mission in Azerbaijan	Debriefing and wrap-up meeting with IOM	Mr. Serhan Aktoprak, Officer in Charge Ms. Konul Karimova, Project Assistant Ms. Miyeon Park, Programme Officer
15:50 – 16:30	Labor Inspectorate, Ministry of Labor and Social Protection of the Population		Mr. Anar Guliyev, Deputy Chief of Labor Inspectorate Mr. Nizami Ahmedov, Sector Head of Internal Control and Information, Labor Inspectorate
