NATIONAL COORDINATOR MALAWI

LIMITE DE CANDIDATURE

09 Décembre 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

Terms of Reference

NATIONAL COORDINATOR MALAWI

CIVIPOL – Better Migration Management Phase IV

(Consultancy)

POSITION

National Coordinator Malawi for CIVIPOL's Activities in the Better Migration Management (BMM) Programme. Activities in Malawi – Contribution to Regional Activities.

CONTRACT: Consultancy

JOB LOCATION: Malawi (Lilongwe) with travels to other cities of the country and to the field where safety conditions allow, travels to Ethiopia, and possible travels in other countries of the region (Kenya in Particular).

DURATION: 504 working days in total, over 32 months, from mid-December 2025 to August 2028 (with possibility of extension or renewal in case of continuation of the Programme and mutually satisfactory work relationship)

THEME: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants*

PROJECT DESCRIPTION

The objective of the Better Migration Management (BMM) programme is to support Horn of Africa countries to promote the safe, orderly and regular migration through human-rights-based and gender-responsive, victim-centred approaches, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue the first Output of the programme "**The capacities of law enforcement, judicial, border and immigration authorities regarding anti-trafficking/anti-smuggling in accordance with a human-rights and victim-based approach are strengthened"**.

For such Output, following Output Indicators (OI) have been set:

- **OI 1.1** – Number of personnel of law enforcement, judicial bodies, border, and immigration authorities that completed a training under BMM IV and confirm having applied their newly gained knowledge in their daily work.
- **OI 1.2** – Number of partnerships, policies, agreements, or measures/SOPs on anti-trafficking/anti-smuggling have been implemented.

- **OI 1.3** Number of THB/SoM-related trainings (courses, modules) that have been institutionalized with relevant state-owned training institutes.

CIVIPOL also works to pursue the second Output of the programme "**The access to institutionalised and gender-responsive protection services for victims of trafficking and vulnerable migrants in countries is improved following a regional whole-of-route-approach "**.

For such Output, following Output Indicators (OI) have been set:

- **OI 2.4** – Number of measures defined through inter-agency meetings with the involvement of CSOs to improve the referral mechanisms that have been implemented.

JOB DESCRIPTION

The **National Coordinator for Malawi** for CIVIPOL's BMM Activities in Malawi, as well as Regional Activities, under the supervision of the Regional Coordinator / Team Leader and in liaison with the Coordinator Malawi/Ethiopia and with the Project Implementation Manager, is in charge of all activities included in the above Project description and the CIVIPOL BMM IV Action Plan and the possible updated versions that might be produced during the course of the project. The National Coordinator for Malawi is in charge of managing and coordinating the activities and ensuring implementation at high qualitative standards and ensuring that the timetable is respected, including deadlines for deliverables.The National Coordinator for Malawi is therefore in charge of the activities in terms of planning, organizing, ensuring implementation, ensuring sound financial and administrative management, providing specific direct input and deliverables as trainer and consultant, ensuring evaluation is undertaken, assessing and reporting on all activities carried out. The National Coordinator for Malawi ensures control on and proposes possible revision of the budget, and monitors respective expenditures ensuring they are duly documented.

The National Coordinator for Malawi alerts the Regional Coordinator / Team Leader on issues which may affect the programme in terms of timely and/or qualitative delivery or in terms of relationships with national partners, IPs or other organisations.

The National Coordinator for Malawi is responsible for overseeing the Project Officer and the Project Assistant, the National Experts for CIVIPOL's work in Malawi and is responsible for the proper use of the premises, equipment and car rented for the project.The National Coordinator for Malawi is responsible as well for identifying the service providers needed for the different activities and to use the proper administrative procedures for their selection and assignment.

The National Coordinator for Malawi coordinates and supports the work of the international and national experts assigned to project activities.

The National Coordinator for Malawi is in charge of ensuring support to the implementation of the joint activities with IOM and to support the assigned experts.The National Coordinator for Malawi is consequently also in charge of liaising with the IOM as the other BMM Implementing Partner in Malawi (including regular participation in periodic coordination meetings, providing input and reports according to needs and requests) as well as with the National Partners relevant for the foreseen activities.The National Coordinator for Malawi is tasked to manage data and contribute to the reporting and M&E system of the programme as for the activities in Malawi, and prepare minutes and reports of meetings, trainings and workshops, as well as providing input for the BMM Malawi updates and newsletter.The National Coordinator for Malawi is also tasked to contribute to the Regional Activities comprised in CIVIPOL's BMM Action Plan, in terms of planning, organisation, implementation, under request and guidance by the Regional Coordinator / Team Leader.The National Coordinator for Malawi is also in charge of providing direct input in trainings, workshops and meetings. This includes intervening as trainer and expert, among others, in the workshops and in the trainings on the SOPs for investigating, prosecuting and adjudicating TiP and SoM cases, on the Malawians anti-trafficking legal, policy and intervention framework, in the technical assistance to be provided to the Multi-Agency Task Force or Technical Working Group for the implementation of the SOPs, in the workshops and in the Trainings of Trainers on the Curriculum for Investigating Trafficking in Persons and Smuggling of Migrants, in the Multi-Agency Simulations for Investigating Prosecuting and Adjudicating Trafficking in Persons and Smuggling of Migrants and in Identifying and Referring victims of TiP, as well as in other trainings and workshops and in the other activities comprised in the action plan. Furthermore, the Coordinator for Malawi

will contribute to, write, revise and finalise documents planned in the project.The Coordinator for Malawi supports the Experts and the Regional Coordinator / Team Leader in the review of documents prepared by the consultants/experts, i.e. presentations, work procedures, surveys, reports etc. and gives recommendations for improvementThe Coordinator for CIVIPOL's BMM Activities in Malawi will:

- coordinate with and report to the Regional Coordinator / Team Leader and, for administrative and financial specific issues to the Implementation Project Manager;
- liaise with the Coordinator Malawi/Ethiopia;
- oversee and organise the work of the Project Officer and of the Project Assistant;
- liaise with CIVIPOL experts, as well as with the other BMM Implementing Partner and with national stakeholders under guidance by the Regional Coordinator / Team Leader;
- coordinate with the Implementation Project Manager and with the Project Officer for matters to be dealt with by the regional office in Nairobi, for ensuring financial and administrative accuracy of procedures and for delivering reports, data, and all relevant documents and information;
- coordinate with the Project Assistant in Nairobi for logistical, administrative and financial matters.

Through preparatory and coordination work in Malawi, under the supervision of the Regional Coordinator / Team Leader and the Coordinator Ethiopia-Malawi, he/she will:

- design and implement activities, taking into account the MoU signed between Ethiopia and Malawi and the approaches utilised in Ethiopia as well as the practices experimented and the tools developed;
- ensure proper links between the agencies of the two countries both as for the prosecution pillar of anti-trafficking response, and as for the protection pillar;
- meet the national partners in Malawi with the Coordinator Ethiopia-Malawi and when applicable with the Regional Coordinator / Team Leader;
- ensure proper complementarity with the ROCK Project and other relevant projects and programmes implemented in the country;
- select and ensure proper participation of delegations from Malawi in the CIVIPOL BMM regional activities;
- provide specific input in trainings and workshops as well as in the Multi-Agency Simulation in Malawi.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The incumbent is expected to demonstrate the following technical and behavioural competencies / accountabilities**:**

A – Adoption of an approach which is consistent with the Work Plan elaborated by CIVIPOL team within the BMM Programme

- Ensure that response is in line with CIVIPOL's strategy and principles contained in the work plan;
- Ensure that a human rights-based, victim-centred and trauma-informed approach, gender, child and cultural sensitive approach and multi-agency approach is adopted in the design and implementation of activities

B – Coordination with Government Institutions, national/local authorities, State institutions, local civil society and other relevant actors

- Ensure that response within the actions to be implemented build on the involvement of all relevant national and local stakeholders;
- Ensure appropriate links with national and local authorities, State institutions, local civil society and other

relevant actors and ensure appropriate coordination and information exchange with them.

C – Application of standards

- Ensure that participants of project activities are aware of relevant policy guidelines, technical standards and relevant commitments that the Government and relevant institutions have undertaken under international and Domestic Law to counter Human Trafficking;
- Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations and in line with overall anti-trafficking and victim protection Guidelines.

D – Planning, monitoring, reporting

- Ensure design and implementation of activities are based on proper needs and feasibility analysis, and entail needed flexibility to respond to upcoming needs for change
- Ensure activities are properly planned, recorded, monitored and reported
- Ensure BMM communication and visibility rules are applied
- Drawing lessons learned from past and implemented activities and revising strategies or recommendations accordingly
- All activities will be reported separately, shortly on a monthly basis and in a comprehensive and detailed way at the end of each activity using the CIVIPOL BMM templates and charts.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level

- Higher University degree in law, social development policy, social science or related discipline

Qualifications

- 5 to 10 years of relevant experience in Counter trafficking / Mixed migration
- Extensive knowledge of counter trafficking and protection humanitarian programming
- Experience in capacity building and coordination

Personal qualities

- Good organizational skills and attention to detail.
- Excellent time management skills.
- Ability to work in a collaborative manner with team members and with multiple stakeholders at various levels from regional, national to sub-national and community levels.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Previous experience in Malawi and knowledge of the context related to counter trafficking in Malawi.
- Proficiency in written and spoken English language.

Action Plan

Malawi BMM (tentative) Action Plan - CIVIPOL

Output	Output Indicator	Countries	Regional and Country Actions	Name of Event	Number of training/ event
Output 1	Output Indicator	Malawi	Multi-agency Trainings for PEACE model interviewing - victims, witnesses and suspects: 1 training for Dzaleka Camp (2 days each, 30 participants, of which 15 from outside)	PEACE multi-agency training n°1	1
Output 1	Output Indicator	Malawi	Multi-agency Trainings for PEACE model interviewing - victims, witnesses and suspects: 1 national training (2 days each, 30 participants, of which 15 from outside)	PEACE multi-agency training n°2	1
Output 2	Output Indicator	Malawi	National Multi-agency Simulation-based training for investigating, prosecuting and adjudicating migrant smuggling and human trafficking and identifying and referring the victims to assistance - (40 participants; 14 role players; 12 team members): 1 preparatory training of 4 days; 1 simulation of 1 week	Simulation n°1 Inception training	1
Output 2	Output Indicator	Malawi	National Multi-agency Simulation-based training for investigating, prosecuting and adjudicating migrant smuggling and human trafficking and identifying and referring the victims to assistance - (40 participants; 14 role players; 12 team members): 1 preparatory training of 4 days; 1 simulation of 1 week	Simulation n°1 Simulation Week	1
Output 1	Output Indicator	Regional	Combatting Technology-facilitated Trafficking in Persons with Tech-based responses Taking place in Nairobi: 4 participants from Malawi.	4-day Training on Technology-facilitated TiP and Tech-based counter measures and responses. Participation from KENYA, ETHIOPIA, UGANDA, MALAWI	1
Output 1	Output Indicator	Malawi	Multi-Agency Trainings on the SOPs for Investigating Prosecuting Adjudicating TiP SoM and use of the SOPs Checklist: 3 multi-agency trainings of 3 days each (30 participants, of which 10 from outside)	SOPs trainings	5
Output 1	Output Indicator	Malawi	Agency-specific trainings for Police, Prosecutors, Immigration officers, Labour Inspectors: 1 training for each of the 4 agencies of 2 days each, for 25 participants each (10 from out-side)	Agency-specific Trainings	4
Output 1	Output Indicator	Regional	Participation of 9 Malawi representatives in the Regional Forum of the National Multi-Agency Task Forces/Technical Working Groups for the implementation of the SOPs on Investigating and Prosecuting TiP (and SoM)	International workshop n°1 in collaboration with the ROCK Project, in Nairobi	1
Output 1	Output Indicator	Regional	Participation of 9 Malawi representatives in the Regional Forum of the National Multi-Agency Task Forces/Technical Working Groups for the implementation of the SOPs on Investigating and Prosecuting TiP (and SoM)	International workshop n°2 in collaboration with the ROCK Project, in Nairobi	1

Output 1	Output Indicator	Malawi	Support to the Multi-Agency Task Forces/Technical Working Groups for the implementation of the Standard Operating Procedures (SOPs) - 5 meetings (2 days, 25 partici-pants, of which 10 from outside the capital city)	SOPs Working Group meetings	6
Output 1	Output Indicator	Malawi	Support to the Multi-Agency Task Forces/Technical Working Groups for the digitalisation of the SOPs and Checklist - 5 meetings (1 day, 10 participants)	SOPs Digitalisation meetings	5
Output 1	Output Indicator	Malawi	Support to the Multi-Agency Task Forces/Technical Working Groups for the implementation of the Standard Operating Procedures (SOPs): national workshop involving also representatives from the 28 districts (2 days, 120 partici-pants, of which 80 from outside the capital city)	SOPs National Workshop n°1	1
Output 1	Output Indicator	Malawi	Support to the Multi-Agency Task Forces/Technical Working Groups for the implementation of the Standard Operating Procedures (SOPs): national workshop involving al-so representatives from the 28 districts (2 days, 120 partici-pants, of which 80 from outside the capital city)	SOPs National Workshop n°2	1
Output 1	Output Indicator	Malawi	Developing SOPs for Investigating Prosecuting Adjudicating TiP SoM and use of the SOPs Checklist: 4 drafting workshops (2 days each, 30 participants, of which 15 from outside the capital city)	Drafting workshops	4
Output 1	Output Indicator	Malawi	Developing SOPs for Investigating Prosecuting Adjudicating TiP SoM and use of the SOPs Checklist: 1 validation workshop (3 days, 40 participants, of which 20 from outside the capital city)	Validation Wrokshop	1
Output 1	Output Indicator	Malawi	Developing SOPs for Investigating Prosecuting Adjudicating TiP SoM and use of the SOPs Checklist: 1 endorsement conference (1 day, 100 participants, of which 40 from outside the capital city)	Endorsement conference	1
Output 1	Output Indicator	Malawi	Develop 4 Training Curriculums on TiP and SoM (including through pilot ToTs) for: Police, Prosecutors, Labour inspectors, Immigration officers	2 Joint multi-agency workshops (2 days, 20 participants): inception; validation (after the pilot ToTs)	2
Output 1	Output Indicator	Malawi	Develop 4 Training Curriculums on TiP and SoM (including through pilot ToTs) for: Police, Prosecutors, Labour inspectors, Immigration officers	2 agency-specific drafting workshops for each of the 4 curriculums (2 days, 20 participants, of which 10 from outside the capital city)	8
Output 1	Output Indicator	Malawi	Develop 4 Training Curriculums on TiP and SoM (including through pilot ToTs) for: Police, Prosecutors, Labour inspectors, Immigration officers	4 Training of Trainers to pilot and revise the Curriculums (3 days, 25 participants, of which 12 from outside the capital)	4

Output 1	Output Indicator	Malawi	Develop 4 Training Curriculums on TiP and SoM (including through pilot ToTs) for: Police, Prosecutors, Labour inspectors, Immigration officers	1 Joint multi-agency Endorsement Ceremony (1 day, 100 participants, of which 40 from outside the capital)	1
Output 2	Output Indicator	Malawi	Assisting in implementing measures (including through an MoU and/or Implementing Guidelines) on “Supporting the victims of human trafficking and abuse in migration in contributing to investigations and court proceedings” 3 workshops (1 day, 10 participants) financial resources for support to victim-witnesses	Coordination and assessment workshop n°1	3
Output 2	Output Indicator	Regional	Developing a Transnational Regional Referral System for Victims of Trafficking, granting comprehensive support and access to justice (Regional dimension) 5 participants from Malawi (2 workshops, 3 days each tak-ing place in Nairobi)	Regional meeting n°1	1
Output 2	Output Indicator	Regional	Developing a Transnational Regional Referral System for Victims of Trafficking, granting comprehensive support and access to justice (Regional dimension) 5 participants from Malawi (2 workshops, 3 days each tak-ing place in Nairobi)	Regional workshop n°2	1
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