Training Expert in Document Fraud

TERMS OF REFERENCE N°

Training Expert in Document Fraud

PACSOM EGYPT

(Partnership to Counter Smuggling of Migrants and Traffiking in Persons in Egypt)

LIMITE DE CANDIDATURE

09 Mars 2026

DURÉE DE LA MISSION

Court Terme

ZONE GÉOGRAPHIQUE

Afrique

Position: Training expert in document fraud – Smuggling of migrants and trafficking in persons

Number of experts : 1

Category of expert : Advanced expert

Country/geographic area : Cairo (Egypt)

Outputs n° : 1.3 & 1.4

Components/activities n° : 1.3.1

1.3.2

1.4.1

Outcomes n° : 1.3 & 1.4

Number of mission days : 72

Expected period : April 2026/December 2028

1. Description of the project

In the perspective to support the government of Egypt in addressing the risks of transnational organised crime associated with the evolving and complex migration landscape in the country and the wider region, CIVIPOL in partnership with ONUDC is implementing the project “Partnership to Counter the Smuggling of Migrants and Trafficking in Persons in Egypt (PACSOM)”. This project seeks to contribute to improved, rights-based, and gender sensitive national responses to counter the smuggling of migrants (SOM) and trafficking in persons (TIP), and has four areas:

- Area I: Improve the detection, identification and investigation capacities of frontline law enforcement actors
- Area II: Improve the prosecution, and adjudication capacities of prosecutorial and judicial criminal justice actors
- Area III: Improve the identification, referral, assistance and protection of victims of human trafficking and smuggled migrants

- Area IV: Strengthen strategic and policy frameworks to address both smuggling of migrants and trafficking in persons

In line with its four focused areas, the programme will work to achieve four medium-term outcomes, as follows :

Outcome 1. Frontline law enforcement actors (Ministry of Interior and Administrative Control Authority), forensic experts (MoI) and forensic specialists (MoJ) in Egypt effectively detect, identify, and investigate an increased number of SOM and TIP related crimes using a human-rights-based, gender-sensitive and victim-centred approach.

Outcome 2. Ministry of Justice and Public Prosecution officials demonstrate increased capacities to successfully prosecute and adjudicate an increased number of smuggling of migrants and trafficking in persons per cases using a human right based, gender-sensitive and victim-centred approach.

Outcome 3. National actors identify, refer and protect victims of human trafficking and the rights of smuggled migrants using a human rights-based, gender equal, trauma-informed and victimcentred approach.

Outcome 4. Egyptian authorities effectively and efficiently implement evidence-based strategies and policies

1. **Description of the mission**

2. **Mission objectives**

In order to contribute to an improved, rights-based and gender-sensitive national response to counter the Smuggling of Migrants (SOM) and Trafficking in Persons (TIP) in Egypt, the mission will have the following objectives:

- To provide relevant law enforcement actors in Egypt (Ministry of interior) with improved knowledge and skills to detect and identify irregular border crossings and the use of fraudulent/counterfeit documents. (outcome 1.3. as defined in PACSOM workplan)

- To provide relevant law enforcement actors with the tools, knowledge and skills to effectively and efficiently investigate cases to ensure strong evidence based and fair judicial proceedings. (outcome 1.4. as defined in PACSOM workplan)

A. **Sustainability strategy**

B. **Expected results**

The mission will contribute to reinforce operational activity of the Ministry of Interior in Egypt by :

- Improving the detection, identification and investigation capacities of frontline law enforcement actors.
- Addressing the specific constraints that hinder national frontline law enforcement actors in detecting and identifying cases of SOM and TIP, as well as in effectively conducting investigations in a manner that collectively contributes to successful prosecutorial and judicial outcomes.
- Improving the frontline actors' understanding of evolving trends, including routes, patterns, drivers and modus operandi as well as irregular border crossing techniques (land, sea and air) to effectively detect, investigate and intercept criminals involved in SOM and TIP crimes.

- Addressing ongoing capacity-building needs for officers on various special techniques (document, fraud, profiling, interviewing techniques, etc.), in addition to the provision of relevant tools and equipment.
- Addressing identified capacity needs regarding crime scene management, special investigation techniques, such as criminal intelligence analysis and the use of scientific and digital evidence during the investigation and prosecution of organized criminal groups. Interventions will focus on advancing their capacities in relation to the modern crime analysis techniques and capacities to properly gather evidence, including digital evidence.
- To deliver document forensics tools for frontline officers, as well as second level document inspection equipment, identification document database software/licenses, and itinerary analysis tools based on identified needs during the inception period and in line with HRDDP procedures. (e.g. activity 1.3.1)
- To increase frontline officers capacity at strategic air, land and sea border crossing points on relevant topics, including specialised detection and examination techniques of fraudulent/counterfeit documents, as well as profiling and interviewing techniques. (e.g. activity 1.3.2)
- To increase skills for frontline officers at strategic air, land and sea border crossing points with focus on facial recognition and false documents . (e.g. activity 1.4.1)

1. **Description of expert tasks**

Under the overall guidance of CIVIPOL, and direct supervision of PACSOM Project Coordinator, the expert/consultant will perform the following specific tasks. His/her mission will be guided by HRDDP requirements in terms of respect of human rights.

Before the mission:

- Prepare questionnaire to evaluate the level of each trainee prior training sessions
- Prepare a final questionnaire to assess training achievement at the end of each training day and session
- Review the content of each training levels in accordance with the document fraud curricula as defined during the inception phase of the project
- Draft powerpoints/presentations on document fraud and trends
- Design tailored scenarios and practical exercises

During the mission

- Conduct training for frontline officers at strategic air, land and sea border crossing points with focus on document fraud. This will also include specialised detection and examination techniques of fraudulent/counterfeit documents, facial recognition, as well as profiling and interviewing techniques.

After the mission

- Draft an evaluation/mission report

1. **Expected deliverables**

Deliverables	Outputs	Working days	To be accomplished by date
A.	Draft questionnaires prior training session	**Included in deliverables**	One week prior starting

		B and C	training dates
B.	4 Intermediate training level on document and identity fraud	**9 days per session** (3 days of preparation + 5 training days + 1 day for mission report) **4 X 9 = 36**	April 2026/December 2028
C.	4 Advanced training level on document and identity fraud	**9 days per session** (3 days of preparation + 5 training days + 1 day for mission report) **4 X 9 = 36**	April 2026/December 2028
D.	Drafting final mission report	**Included in deliverables B and C**	One week after ending training dates

1. **Mission organisation**

2. **Travel and transports**

Payments for flight tickets will be arranged by CIVIPOL, as well as transfers between airport, hotel and training area.

A. **Stay and accommodation**

The expert will receive a perdiem to cover daily expenses during his/her stay in Cairo, for hotel and catering.

1. **Expert profile**

Experience

- Minimum of 10 (ten) years of relevant work experience in the field of border management and document fraud.
- Solid experience in border police training.
- Prior work experience with an international organisation and/or providing technical assistance to national authorities is an asset.
- Excellent writing, communication and analytical skills.
- Ability to prepare clear and concise reports.
- Strong creative and strategic thinking.
- Excellent ability to prioritize tasks and strong organizational skills.
- Good level of computer literacy.

Language skills

- Fluency in oral and written French and English is required.
- Knowledge of Arabic is an advantage.

1. **Selection procedure**

The selection procedure includes the following steps:

- Registration of candidates containing CV and letter of motivation should be sent to the following email adress :

eric.segura@experts.civipol.fr

Deadline for application : 13 March 2026

- After registration, each application is checked in order to verify whether it meets the eligibility criteria.
- Only shortlisted candidates will be contacted.
- Eligible candidates may be invited for online interview. The interview will be conducted in English and French.
- The successful applications are evaluated on a combination of criteria defined in the vacancy notice.
    - Each interviewed applicant will be notified in writing on outcome of his/her application.
    - Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating scope of expertise. Failure to provide such evidence may lead to disqualification of the applicant.

