



International Organization for Migration (IOM)

The UN Migration Agency

**TERMS OF REFERENCE**  
**FOR THE PROCURMENT OF SERVICES**  
**LEGAL SERVICES FOR THE ASSISTANCE OF VICTIMS OF HUMAN TRAFFICKING**

1. **Duty Station of the Consultancy:** Chisinau, Republic of Moldova
2. **Duration of the contract:** on a case by case basis, according to the ToR

3. **Nature of the services:**

IOM is looking for a legal entity to provide qualified legal assistance and representation before the domestic courts and domestic agencies to the victims of trafficking in persons (Moldova nationals and foreigners) in cases of IOM beneficiaries. The services will be provided upon IOM's request.

4. **Project Context and Scope:**

The project aims to reduce the vulnerability to trafficking in persons (TiP) of at-risk populations in the Republic of Moldova, upholding and protecting their human rights in accordance with the international standards and in line with their best interests.

In this context, the current broad areas of need on TiP prevention and protection of (potential) victims include: Improving local actors' prevention capacities through better access to information and community-level identification and referral pathways, with a special attention to low literacy groups and vulnerable local communities.

Incentivizing participation of victims of trafficking (VoTs) in victim-centered, trauma-informed investigation and judicial proceedings by supporting victim protection coordinators at state-run shelters and strengthening cooperation between the Centre for Combatting Trafficking in Persons (CCTP), Office of the Prosecutor for Organized Crime and Special Cases (PCCOCS) and state-run VoT shelters during judicial proceedings.

In this context the project aims to support the VoTs in their (re)integration efforts, providing financial support dedicated to medical expenses, psychosocial and legal assistance, food and non-food items, education, and professionalization expenses, as well as reimbursement of transportation costs for participation in the judicial proceedings. VoTs will receive assistance regardless of whether they are being accommodated in state-run shelters or supported to reintegrate in their own communities, in order to enhance and perfect their participation in judicial proceedings. This will also allow pre-, during, and post-monitorization of VoTs' reintegration efforts to be conducted by Victim Protection Coordinators and IOM case managers.

5. **Organizational department/Unit to which the Consultant is contributing:**

Department Migrants Protection and Assistance, Prevention and Protection Unit of the IOM Moldova;

**6. Service provider responsibilities:**

- The service provider will offer all the necessary legal assistance and representation before the domestic courts and agencies in the criminal proceedings of IOM beneficiaries, victims and/or presumed victims of human trafficking.
- The service provider should provide all legal assistance and representation to the beneficiary in all courts and at all levels until the final solution of the beneficiary’s case, including in obtaining, within the criminal proceedings, the pecuniary and non-pecuniary damage caused to the beneficiary by this crime (if the beneficiary wishes to request such damages compensation). In the event that the final decision(s) are appealed with recourse, the service provider is obliged to continue to provide legal representation in courts to the beneficiary until the final irrevocable decision on this case, under the same terms and conditions and with no additional payment. In the event that the case goes to retrial new terms will be negotiated through an addendum. The service provider shall immediately notify IOM about such an event and shall submit to IOM in the end the final irrevocable decision(s) on the beneficiary’s case.
- At the finalization of the beneficiary’s case, the Consultant shall submit to IOM the final report and the irrevocable court decisions and other case related documents on the final solution of the beneficiary’s case for IOM’s approval.

**7. Performance indicators for the evaluation of results:**

- Final satisfactory detailed report on the on the legal assistance offered to the IOM beneficiaries’.
- Final courts and other agencies’ decisions and other case related documents on the final solution of the IOM beneficiaries.
- Other relevant documents on the beneficiaries cases.

**8. Price and Schedule of Payments**

- The contract price will be a fixed output-based price per case, regardless of extension of the specific duration.
- The contract price shall take the form of a lump sum payable per case of assistance, covering all related costs, including the lawyer’s fee.
- The contract price shall be paid partly in advance and partly upon the final delivery of the services, subject to the service provider’s invoice accepted and signed by the IOM. The payment schedule may be adjusted based on the lawyer’s expenses necessary to ensure qualified and timely assistance.

**9. Education, Experience and/or skills required:**

- Satisfactory execution of the tasks indicated in this Terms of Reference.
- Higher education diploma in Law, and member of the Moldovan bar association.
- Relevant working experience in providing legal assistance and court representation for victims of trafficking in human beings.

- Attention to details.
- Research, analysis, and experience in the field of combating trafficking in human beings.
- Communication and reporting skills.
- Keen attention to details.
- Understanding of the Moldovan law, criminal code etc.
- Communication and reporting skills.

#### 10. Travel required

N/A

#### 11. Competencies

##### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

##### Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.