**Terms Of Reference (TORs)**

“Promotion Officers Honduras Temporary Work Abroad”

**Background of the organization**

Washington, DC-based ACDI/VOCA is a nonprofit international development organization that provides technical and administrative assistance in agribusiness, financial services, business development, and food security to promote economic growth and ensure a vibrant civil society. For more information on ACDI/VOCA, visit the portal [www.acdivoca.org](http://www.acdivoca.org) .

**Program Background**

ACDI/VOCA is executing the Transforming Market Systems (TMS) program of the United States Agency for International Development (USAID). The purpose of TMS is to promote competitive, resilient, and inclusive market systems that provide greater economic opportunities to incorporate vulnerable populations to reduce the incentives to migrate.

TMS applies a systematic development approach to address the root causes behind the negative cycles that marginalize people and enterprises and identifies leverage points that lead to virtuous new ways of doing business and improved economic opportunities. This will result in a sustainable increase in income, through more business, increased sales as well as employment for Hondurans, while at the same time contributing to building broad-based, long-term economic growth.

Within the framework of the program, activities are carried out in five components:

1. **Value-Added Agriculture:** Promoting the strengths that Honduras already offers in order to generate long-term economic growth in value chains selected for their high employment-generating potential.
2. **Tourism and Creative Industries:** Overcome the underlying limitations in the development of the tourism sector in Honduras by leveraging the leadership potential of the private sector to become an agent of change in alliance with the public sector at a national, state, and local destination level.
3. **Entrepreneurship:** Contribute to the economic and social growth of Honduras, understanding that MSMEs are the major generators of employment, market segment growth, increased production of goods and services, and the dynamism of the communities where they operate.
4. **Business Environment:** Support state modernization strategies and strengthen the capacity of private sector organizations to assume a leadership role in the assessment, development, and promotion of business-friendly policies.
5. **Labor Intermediation:** To connect public and private skills with employers to match the services offered with the labor demand in the formal market and to improve the networking among workers and potential employers.
6. **Financial services:** Facilitating access to financial services products and services that meet MSME needs.

**Background of the consultancy**

In recent years, Honduras and other countries in the region have registered increases in the irregular migration of their citizens, mainly due to the lack of economic opportunities.

Approximately 800,000 Hondurans were found attempting to illegally enter the United States, this growing trend has continued over the past 10 years resulting in 62% of the Honduran-born population residing in the United States being under an irregular migration status (IOM, 2019). To reverse this trend and in the framework of meeting the global development goals. Honduras has encouraged the design and implementation of public policies that stimulate entrepreneurship and the creation of new job opportunities for all Hondurans.

In this sense, the Governments of Honduras and the United States of America have signed an agreement to improve the implementation of the non-immigrant visa program, specifically for programs oriented to temporary agricultural and non-agricultural workers, H2A (agricultural) and H2B (reforestation, landscaping, construction, housekeeping) visas in the United States. This program is intended for U.S. employers to hire temporary foreign workers in positions where U.S. workers lack availability, technical qualifications, and willingness.

The Government of Honduras implemented the Temporary Work Abroad Program (PTTE) of the Ministry of Labor and Social Security, with the purpose of aiding Honduran citizens residing in the country, interested in working temporarily abroad on a regular and temporary basis. The program provides support to employers abroad in the recruitment process that takes place in the country, however, once the worker is out of the country, support or accompaniment is provided by the Honduran consular offices in the United States.

The consular offices have the capacity to coordinate the management and promotion of seasonal and temporary work opportunities outside the Honduran borders, this will allow the Government of Honduras to inform and assist workers abroad, guaranteeing their labor rights.

The Ministry of Foreign Affairs of Honduras is the entity responsible for managing the country's bilateral, multilateral, economic, cultural, and international cooperation relations, the protection of Hondurans abroad, and the reintegration of returnees. The PTTE can strengthen its actions abroad through the Office of Consular Affairs, responsible for directing, coordinating, monitoring, and supervising the Honduran Consular Corps to ensure the efficient performance of activities and attention to Hondurans and the provision of services in a transparent manner.

Additionally, the Ministry of Foreign Affairs has the capacity to provide support to expedite passport issuing processes through its consulates abroad and the emission of passports in Honduras for temporary workers and with monitoring via a call center to assist Hondurans abroad who require any type of assistance.

**Purpose of the consultancy**

Supporting in coordination with the Ministry of Foreign Affairs (SRECI) through its consulates located in the United States, the identification of employment opportunities abroad and communicating with employers, both potential and current, to improve the possibilities of placement for Hondurans, through the Temporary Work Abroad Program (PTTE).

**Specific consultancy tasks**

* Manage/promote the Honduran workforce for temporary work opportunities abroad according to their jurisdiction.
* Provide follow-up and monitoring of Honduran workers beneficiaries under the PTTE, in their workplace.
* Receive and attend to employers' requests for workers.
* Actively seek opportunities to promote Honduran workers among companies in their geographic region.
* Conduct visits to employers and foreign labor intermediaries to encourage their integration with the Honduran Temporary Work Overseas Program.
* Participate in events related to temporary employment, including labor forums and other spaces for promoting temporary work visas such as H2A, H2B or for seafarers.
* To advise workers on their rights and how to file claims.
* Facilitate directly or through their consulates the interactions between employers and workers.

**Deliverables**

The selected consultant will be paid based on the following table of deliverables:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverable Description** | **Planned delivery date** | **payout percentage** |
| 1 | * Systematization document of the placement process of Hondurans abroad based on the PTTE procedures and tailored to the consular service in the corresponding jurisdiction. * Operational instructions (action plan) for the promotion of Honduran labor abroad in the corresponding area of influence. * Diagnostic document of seasonal labor needs in the United States, particularly in the geographic area corresponding to the consultancy. | 10 days after signing the contract | 30% |
| 2 | * Mapping of potential employers: companies, associations, labor intermediaries, independent lawyers, and other actors involved in the process of requesting H2 workers. * Visits planning for the search of new companies. | 30 days after signing the contract | 25% |
| 3 | * Report periodic visits/inspections to companies, farms, or other areas where Honduran workers reside. | 120 days after signing the contract | 30% |
| 4 | * Reports on the progress of registering new employers in the program or referral of new requests for Honduran nationals to work temporarily abroad, update of employer databases and recording of program indicators. | 180 days after signing the contract | 15% |
| **Total to pay** | | | **100%** |

**Required skills**

1. **Academic education**

* University degree: Law, International Relations, Political Science, Business Administration, or related careers.
* Specialization in migration issues, human rights, and international law: Desirable
* English and Spanish level: advanced

1. **Experience**

* Minimum experience of 2 years in positions with monitoring and promotion activities
* Experience in the management and execution of programs and projects.

1. **Knowledge**

* Knowledge of labor rights (desirable)
* Knowledge of consular processes (desirable)

1. **Other skills and abilities**

* Communication skills
* Interpersonal skills
* Strategic planning and organization
* Orientation to results
* Technical credibility
* Teamwork
* writing skills

**Evaluation criteria**

The resumes received in response to this TdRs will be reviewed and evaluated according to the following evaluation criteria:

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| --- | --- | --- |
| **No.** | **Evaluation criteria** | **Maximum rating** |
| 1 | Legal degree with a minimum of 2 years of experience in positions with activities related to employability or labor intermediation. | 30% |
| 2 | Proven experience in related work | 20% |
| 3 | Previous performance/References | 20% |
| 4 | Analysis of competencies and skills | 30% |
| **Total** | | **100%** |

**Documents to submit to apply**

Applicants must send the following documents to the email: [propuestasTMS@acdivoca.org](mailto:propuestasTMS@acdivoca.org)

1. Updated resume, highlighting jobs like those required for this consultancy and the evaluation criteria proposed.
2. Completed and signed the Consultant Profile found in Annex A of these TdRs.
3. Copy of the identification document.

The subject of the application email must specify “Promotion Officials of the Temporary Work Program Abroad”.

**Process schedule**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Publication date | May 31, 2023 |
| Deadline to submit applications | June 15, 2023 |
| Expected Performance Period | 6 months from the signing of the contract |

**Annex A: Consultant Profile Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | | | | | | | | |
| **Last Name** | **First Name** | | **MI.** | **Citizenship** | | | | | | | | | |
| **Current Address** | | | | **Passport Number (and country of issuance)** | | | | | | | | | |
| **Phone(s)** | | | | | | | | | |
| **Previous Address (if less than 5 years)** | | | | **Email Address** | | | | | | | | | |
| **Date you can start** | | | | | **Expected Daily Rate** | | | | |
| **Assignment Applying For** | | | | **If expected daily rate is higher than previous consultant rate, please add justification:** | | | | | | | | | |
| **Have you ever been employed by ACDI/VOCA? Yes No If yes, when?   Have you previously applied to ACDI/VOCA? Yes No If yes, when?** | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | |
| **Name / Location** | | | **Major** | | | | **Degree** | | | | | **Graduated?** | |
|  | | |  | | | |  | | | | | Yes  No  Date | |
|  | | |  | | | |  | | | | | Yes  No  Date | |
|  | | |  | | | |  | | | | | Yes  No  Date | |
| **Consultant Services** | | | | | | | | | | | | | |
| **Please list assignments performed in the last 3 years; add rows below or continue on an additional sheet if needed.** *(If none, please skip to Employment section below)* | | | | | | | | | | | | | |
| **Assignment Title/Description** | | **Employer’s name, address, point of contact (include phone and email)** | | | | **Dates of Assignment**  **(M/D/Y)** | | | | **Days at Rate** | | | **Daily Rate** |
| **From** | | **To** | |
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| **Employment** | | | | | | | | | | | | | |
| **Please list your last 3 positions held.** | | | | | | | | | | | | | |
| **Title / Position** | | **Employer’s name, address, point of contact (include phone and email)** | | | **Dates of Employment (M/D/Y)** | | | | | | **Base Annual Salary** *(excluding bonuses & allowances)* | | |
| **From** | | | **To** | | |
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| I certify that the statements made and answers given by me to the foregoing questions are true and complete to the best of my knowledge. I understand that any false or misleading information, including omission of facts, given in this application, in supporting documentation or during interviews is grounds for disqualification from further consideration, or, if employed, for immediate dismissal for cause. I autho­rize companies, schools or persons to provide any information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damages that may result from issuing this information. This release supersedes any agreement or contract I may have previously made to the contrary with any such company, school or person. | | | | | | | | | | | | | |
| **Print Name** | | | | | | | | | | | | | |
| **Signature (required)** | | | | | | | **Date** | | | | | | |