NATIONAL PROJECT OFFICER - MALAWI

Terms of Reference

LIMITE DE CANDIDATURE
29 Décembre 2025

DURÉE DE LA MISSION
Long Terme

ZONE GÉOGRAPHIQUE
Afrique

NATIONAL PROJECT OFFICER - MALAWI

CIVIPOL – Better Migration Management Phase IV

Activities in Malawi with Contribution to Regional Activities

(Consultancy)

POSITION

National Project Officer - Malawi for CIVIPOL's Activities in the Better Migration Management (BMM) Programme Phase 4 – Activities in Malawi with Contribution to Regional Activities

CONTRACT: Consultancy

JOB LOCATION: Malawi (Lilongwe) with frequent travels to other locations in the country according to project needs and plans. Possible travels to Kenya and Ethiopia, and other countries relevant to the project.

DURATION: 556,5 working days in total, over 32 months, from January 2026 to August 2028 (with possibility of extension or renewal in case of continuation of the Programme and mutually satisfactory work relationship).

APPLICATION DEADLINE: 4th January 2026

CONTACT: Please send your resume and cover letter to the following two email addresses:

- anne-sophie.sandor@civipol.fr
- anne-marie.wehbe@civipol.fr

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 Project Officer Malawi, in collaboration with the National Project Assistant Malawi, under the guidance of the National Coordinator Malawi, in liaison with the Coordinator Malawi/Ethiopia when applicable, will be in charge of all organisational, logistical and administrative tasks required for the implementation of the project activities in Malawi. This includes support for and in regional activities when required.

The National Project Officer Malawi will assist the National Coordinator for Malawi, and other members of the team, in conducting project activities, coordinating with the CIVIPOL BMM national and international experts, coordinating with IOM BMM Team for joint or connected activities, communicating with the national partners.

The National Project Officer Malawi, under guidance by the National Coordinator for Malawi and in liaison with the Project Assistant, will coordinate with the Implementation Project Manager, and with the Project Officer at the CIVIPOL BMM Regional Office for matters to be dealt with for ensuring financial and administrative accuracy of procedures and for delivering reports, data, and all relevant documents and information. This includes supporting and overseeing monthly cash box reports (Caisse et Banque) to be sent to the regional office by the 2nd of the following month.

The National Project Officer Malawi will also contribute to provide direct technical input in trainings, workshops and meetings, and to provide or contribute to minutes and reports in the same activities, as listed in the following table, which is to be understood as a non-exhaustive plan:

Output

utput	Countries	Regional and Country Actions	Name of Event	Number of training/ event
tput 1	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
tput 1	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
tput 2	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
tput 2	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

itput 1	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
itput 1	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
itput 1	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
itput 1	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
itput 1	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
itput 1	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
itput 1	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
itput 1	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 participants, of which 80 from outside the capital city)	SOPs National Workshop n°1	1
itput 1	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 participants, of which 80 from outside the capital city)	SOPs National Workshop n°2	1
itput 1	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
itput 1	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
itput 1	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

ıtput 1	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
ıtput 1	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
ıtput 1	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
ıtput 1	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
ıtput 2	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
ıtput 2	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 taking place in Nairobi)	Regional meeting n°1	1
ıtput 2	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 taking place in Nairobi)	Regional workshop n°2	1
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Main Responsibilities:

Under the direct supervision of the National Coordinator for Malawi, and the general supervision of the Regional Coordinator, in liaison with the Coordinator Malawi/Ethiopia, in liaison with the Project Assistant Malawi and with the Implementation Project Manager, and with the Project Officer (and when applicable with the Project Assistant) at the regional office based in Nairobi, Kenya, the Project Officer Malawi will:

- Provide the needed logistical and content-related support to ensure smooth implementation of all project activities in Malawi to be carried out by the National Coordinator Malawi, the other team members, the consultants and national and international experts, including in the interaction with the BMM IOM Team, with the National Partners, institutional agencies and other stakeholders in Malawi.

This includes:

- Contacting relevant stakeholders to organize meetings, workshops, trainings and ensure constant interaction about activities implementation at national and regional level
- Provide direct input in trainings, workshops and meetings. This includes intervening as trainer and expert
- Organize meetings for the National Coordinator Malawi and other team members
- When applicable, prepare minutes and reports of meetings, workshops and trainings
- Ensuring the organisation of transportation for the team members as per needs

- Operate bookings of premises for project activities
- Support the work of the team of international and national experts and consultants also directly contributing to the elaboration of plans, work documents, agendas, meeting minutes, activity reports
- Participate in periodic coordination meetings, when the National coordinator for Malawi is unavailable or anyway requests participation, and provide input and reports according to needs and requests
- Provide input to the BMM Malawi updates and newsletter

- Provide the administrative support to ensure the implementation of the above-mentioned activities under the supervision of the National Coordinator Malawi, in liaison with the Coordinator Malawi/Ethiopia, in coordination with the Project Assistant Malawi, the Implementation Project Manager, and in liaison with the Project Officer in charge of Finance/Admin in the regional office in Nairobi (and when applicable with the Project Assistant):
  - Support and overseeing cash and banks, to be provided by Project Assistant, and to be sent to the regional office by the 2nd of the following month
  - Assess the running costs and costs related to events
  - Prepare money transfer requests
  - Manage per diems and allowances for team members and participants in meetings, workshops and trainings
  - Identification of suitable and reliable suppliers and service providers
  - Collect quotations from service providers as per needs
  - Follow-up with service providers in order to collect supporting documents respecting CIVIPOL standards
  - Manage payments to service providers
  - Duly document all expenses incurred and record them using the system and tools provided by the project

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level

- Bachelor's degree in social science, political science, migration studies or related discipline

Qualifications

- 1 to 3 years of relevant experience in anti-trafficking and in project support for logistics, organisation and administration

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 national to sub-national and community levels.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Proficiency in written and spoken English language.

Please send your resume and cover letter to the following two email addresses:

- **anne-sophie.sandor@civipol.fr**
- **anne-marie.wehbe@civipol.fr**




WWW.CIVIPOL.FR