International Expert on Crime Scene Management and Examination on Trafficking in Per-sons and Smuggling of Migrants cases in maritime settings for CIVIPOL's BMM, Activities in Djibouti.

Terms of Reference

International Expert on Crime Scene Management and Examination on Trafficking in Persons and Smuggling of Migrants cases in maritime settings for CIVIPOL's BMM

CIVIPOL – Better Migration Management Phase IV

Activities inDjibouti

(Consultancy)

LIMITE DE CANDIDATURE
01 Mai 2026

DURÉE DE LA MISSION
Court Terme

ZONE GÉOGRAPHIQUE
Afrique

CONTRACT: Consultancy

JOB LOCATION: Activities in Djibouti.

DURATION: 10 working days from 10/05/2026 to 09/05/2027 (with the possibility of 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 and multi-agency approach*

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

In the framework of BMM CIVIPOL has committed with the National Parners of Djibouti (Justice, Police, Gendarmerie and Coast Guards), to support the development of "**Standard Operating Procedures (SOPs) for Trafficking in Persons and Smuggling of Migrants Crime Scene Management and Examination**".

Such **SOPs will also have to consider the maritime environment and the tasks the Coast Guard, and possibly the colleagues for the other law enforcement agencies, are supposed to perform to properly manage the scene of crime, in particular in cases of Smuggling of Migrants (SoM) and Trafficking in Persons (TiP).**

The **International Expert** on **Crime Scene Management and Examination on Trafficking in Persons and Smuggling of Migrants cases in maritime settings** for CIVIPOL's BMM, under the supervision of the Regional Coordinator / Team Leader, and with the guidance of the National Coordinator for Djibouti, as well as in coordination with the expert who developed the SOPs on Investigating and Prosecuting TiP and SoM, and in coordination with the Expert leading the development of the SOPs on TiP and SoM Crime Scene Examination for Djibouti, **will be in charge specifically of the activities and tasks described in the following table**.

The incumbent expert shall liaise with other CIVIPOL experts, as well as with BMM Implementing Partners and with national

stakeholders under guidance by the Regional Coordinator / Team Leader and the National Coordinator for Djibouti in order to have a comprehensive and inclusive approach.

The expert shall provide specific direct inputs and deliverables as a consultant. All deliverables must respect the BMM communication and visibility rules.

For reporting purposes, the expert shall provide a report at the end of each Activity and at the end of the Work Package, using the templates provided by the CIVIPOL BMM Team.

The expert shall further enhance ownership dynamics and provide extensive wide-ranging technical assistance support within the development of the Forensic SOPs on TiP/SoM CSM in maritime settings in a durable sustainability-oriented perspective.

The expert shall provide specific direct inputs and deliverables as trainer and consultant. All deliverables must respect the BMM communication and visibility rules. For reporting purposes, **the expe**

Overall, for the activities under the working area of OI 1.2, the **total number of working days foreseen is 10** (ten). Within the 10 working days foreseen are **included the preparation and rep**

The repartitions of tasks and working days are described in the following table, based on CIVIPOL BMM Phase 4 Action Plan:

t cor	**Country**	**Regional and Country Actions (Work Packages)**	**Activities**	**Working days**	**Period envisaged**
	Djibouti	Developing TiP/SoM Crime Scene Management and Examination SOPs for Djibouti	**Drafting workshop n°1** of 2 days *+2 days of preparation and reporting* Deliverables : -Workshop programme and materials - Input to the Draft SOPs with specific actions and elements in relation to the maritime environment -Workshop report	**4**	17/05/2026 - 18/05/2026
	Djibouti	Developing TiP/SoM Crime Scene Management and Examination SOPs for Djibouti	**Drafting workshop n°2** of 2 days *+2 days of preparation and reporting* Deliverables: -Workshop programme and materials - Input to the Draft SOPs with specific actions and elements in relation to the maritime environment - Post-workshop Input to the Draft SOPs with specific actions and elements in relation to the maritime environment -Workshop report	**4**	14/09/2026 - 15/09/2026
	Djibouti	Developing TiP/SoM Crime Scene Management and Examination SOPs for Djibouti	**Validation Workshop** of 1 day Deliverables: - Final Input to the SOPs with specific actions and elements in relation to the maritime environment - Workshop report	**2**	2027
			Total WDs	**10**	

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The incumbent expert 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 deliverables including training materials, and technical assistance are in line with Civipol strategy and principles contained in the work plan; under the supervision of the Regional Coordinator / Team Leader, and with the guidance of the National Coordinators for Ethiopia, Kenya, Djibouti and Malawi.
- Ensure that a human right-centred approach, gender and culturally sensitive approach and multi-agency approach is adopted in the design and implementation of the training.

B – Liaison with local and national stakeholders for a sustainable implementation of the SOPs

- Under the guidance of the Regional Coordinator / Team Leader, and in liaison with the National Coordinators for Ethiopia, Kenya, Djibouti and Malawi, the expert will engage appropriate links with national and local authorities, state institutions, local civil society and other relevant actors and ensure sustainability through technical assistance to overcome the hurdles faced in the field by the relevant actors in the implementation of the Forensic SOPs on TiP Crime Scene Management.

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 the training are based on proper needs and feasibility analysis, and entail needed flexibility to respond to upcoming needs for change
- Ensure the training is properly planned, implemented and reported
- Ensure BMM communication and visibility rules are applied.

REQUIRED QUALIFICATIONS AND EXPERIENCE
Education level

- University degree in criminology, forensic science, maritime security and science or related discipline degree OR at least 10 years professional experience in those fields of expertise, and/or maritime law enforcement investigations.

Qualifications

- Proven professional experience in crime scene management and forensic evidence gathering, including collection, preservation, documentation and processing of evidence in maritime environments, particularly in TiP and SoM cases.
- Experience in capacity building programmes, training of practitioners and training of trainers
- Knowledge and experience in developing and/or applying SOPs related to Crime Scene Management, including SOPs relevant to maritime operations
- Knowledge of investigation methods regarding TiP and SoM cases involving maritime routes
- 3 to 5 years of relevant experience in Counter trafficking / Mixed migration with exposure to maritime or coastal dimensions considered a strong asset
- Previous consulting experience in Africa and knowledge of the context related to counter trafficking in Djibouti is an asset

Personal qualities

- Ability to work in a collaborative manner with team members within training settings
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Proficiency in written and spoken English and French language.

Merci d'envoyer votre CV et lettre de motivation aux adresses suivantes : anne-sophie.sandor@civipol.fr et anne-marie.wehbe@civipol.fr