

Terms of Reference N°71 Short-Term Expert – Cyber Training of Trainers (ToT)

1. Project and context

The EU4FAST project aims to strengthen the capacities of Western Balkan law enforcement and judicial authorities to prevent and combat migrant smuggling and trafficking in human beings (THB), while promoting regional cooperation and alignment with EU standards.

CIVIPOL is seeking one international Short-Term Expert to support the design and implementation of a **Training of Trainers (ToT)** programme.

Within **Work Package 1.3**, this assignment focuses on developing sustainable national training capacities in cyber investigations related to THB and migrant smuggling through the design and delivery of a **Training of Trainers (ToT)** programme.

The assignment will be carried out in close cooperation with CIVIPOL and the **Western Balkans Cyber Capacity Centre (WB3C)**.

2. Objective of the mission

The expert will contribute to strengthening the operational capacities of specialised law enforcement services by:

- designing a comprehensive Cyber Training of Trainers toolkit;
- developing a standardized training curriculum;
- delivering a Training of Trainers programme for selected participants;
- creating a sustainable pool of national trainers capable of replicating the training within their respective institutions.

The activity ultimately aims to improve cyber investigation capacities against trafficking in human beings and migrant smuggling throughout the Western Balkans.

3. Scope of work

LIMITE DE CANDIDATURE

06 Juillet 2026

DURÉE DE LA MISSION

Short Term

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

Under the supervision of CIVIPOL, the expert will:

Phase 1 – Preparation (Home-based)

- Analyse training needs together with CIVIPOL and WB3C;
- Design a comprehensive Cyber ToT toolkit;
- Prepare training materials, presentations, practical exercises and case studies;
- Develop assessment tools;
- Submit the training package for validation.

Phase 2 – Delivery of the Training (Podgorica, Montenegro)

- Deliver the Training of Trainers programme;
- Facilitate practical exercises and interactive sessions;
- Strengthen participants' pedagogical and facilitation skills;
- Evaluate participants through pre- and post-training assessments;
- Provide recommendations and individual feedback.

Phase 3 – Reporting (Home-based)

- Prepare the final mission report;
- Submit all training materials and supporting documentation;
- Provide recommendations for future capacity-building activities.

4. Deliverables

The expert shall deliver:

- a complete Cyber Training of Trainers toolkit;
- a standardized training curriculum;
- training agenda;
- presentations and practical exercises;
- assessment tools;
- final mission report;
- recommendations for future replication of the training.

5. Profile required

Domains of expertise	Designer of training kit tool & Trainer of trainers
Qualifications (education and training)	<p>Training certified by a public institution as a member of the national internal security forces (Police or Gendarmerie).</p> <p>Certified multiplier/trainer (e.g., accredited by a recognized institution or organization), with proven ability to train other professionals and pass on expertise effectively.</p>
Specific competencies	<p>Experience in developing effective training materials, resources, and teaching plans.</p> <p>Ability to engage with diverse groups of learners, especially in multi-national environments.</p>
General work experience	<p>A minimum of 15 years working in law enforcement, or border police</p> <p>Proven experience in training, THB and migrant smuggling.</p> <p>Solid and proven experience working in international cooperation.</p>
Specific professional experience related to the mission	<p>Advanced ability to design professional training toolkits, curricula, and modern teaching methodologies</p> <p>Strong instructional and communication capacities to deliver interactive training to adult learners in english</p>
Knowledge	<p>Familiarity with modern pedagogical strategies for adult learners, including interactive teaching methods, simulations, and case studies.</p> <p>Perfect command of office software and email software.</p> <p>Knowledge of regional security cooperation</p>
Assets	<p>Knowledge of the Western Balkans area and/or previous professional experience in the area.</p> <p>A sense of responsibility, ability to manage priorities, and to be accountable.</p>
Languages	<p>Excellent spoken and written English for the training and delivering report</p> <p>Knowledge of French is considered as an asset.</p>

6. Selection Procedure

6.1 Application procedure

Applications should include:

- CV (European format);
- Copy of a valid identity document;
- Short paragraph presenting the candidate's motivation;

Please send your application electronically by **Monday 6th July 11h00 CET**, to the following email addresses of the EU4FAST team:

- Ms Tatiana MORALES, Project Manager : tatiana.morales@civipol.fr
- Ms Marie-pierre MOSIN, expert EU4FAST, coordinator WP1.1 : marie-pierre.mosin@experts.civipol.fr

Please mention in the subject line "**EU4FAST application - your name and last name- ToR N°71 - Cyber Training of Trainers**"

Upon receipt of the approval of his application, the expert will prepare his mission, in the form of a document that must be validated by CIVIPOL.

Incomplete or late applications will not be considered.

6.2 Screening of Applications

Only applications corresponding to the selection criteria of the expert profiles will be accepted

6.3 Submission of the methodological note

In view of the objectives of the activity, the pre-selected expert must submit to the technical team a methodological note (maximum 2 pages) briefly presenting the expert's proposed approach for designing the kit tool of training of trainers and an overview of the training.

6.4 Evaluation of applications

The evaluation of applications will be carried out by CIVIPOL. The successful candidates will be contacted by the EU4FAST for further formalities of the mobilization.

7. Terms & conditions

Duration: 10 working days

Period: July 2026 - October 2026 (indicatively)

Location: Home-based + Podgorica (Montenegro)

Contract: Short-term service provider



Pour postuler à cette offre, rendez-vous sur le site CIVIPOL.fr

WWW.CIVIPOL.FR