Non-Key Expert on Document examination and detection of fraudulent travel documents

Terms of Reference

POSITION: Non-Key Expert on Document examination and detection of fraudulent travel documents.

CONTRACT: Consultancy Or Expert

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JOB LOCATION: Activities in Burundi

DURATION: Five days from 03 to 07/08/2026

THEME: Trafficking in Human Beings and Smuggling of Migrants

LIMITE DE CANDIDATURE

27 Juillet 2026

DURÉE DE LA MISSION

Court Terme

ZONE GÉOGRAPHIQUE

Afrique

COMPANY PRESENTATION

CIVIPOL, the technical cooperation operator of the French Ministry of the Interior, is a private company that provides services to the public sector that help foreign states strengthen their internal security and uphold their sovereignty. As a specialist in Technical Assistance, Procurement, and Promotion of the security industry, CIVIPOL intervenes in the areas of identity, cross-border movement, and territorial reach.

CIVIPOL implements around 100 transnational projects, in close collaboration with partners of all nationalities, in more than 80 countries worldwide, principally in Africa.

The projects implemented by CIVIPOL are mainly funded by international donors (European Commission, World Bank, UN).

The project started in September 2025 and is expected to run until August 2028.

PROJECT DESCRIPTION

The Regional Operational Centre in Khartoum, in support of the Khartoum Process and AU-Horn of Africa Initiative (ROCK), is a regional project to fight criminal networks involved in human trafficking and smuggling, financed by the Emergency Trust Fund for Africa of the European Union, which was launched as part of the Khartoum Process at the request of countries from the Horn of Africa.

To combat these illicit activities, the ROCK promotes the exchange of information and expertise essential to the fight against these criminal networks, while paying particular attention to strengthening the criminal justice chain and enhancing prevention to protect victims.

On-demand training is part of the project, and Document examination and detection of fraudulent travel documents in Human Trafficking would outline the purpose, scope, roles, responsibilities, and procedures to ensure a coordinated and effective response during the investigation of human trafficking-related crime scenes.

JOB DESCRIPTION

The non-key expert will be responsible for the following:

Develop and deliver a comprehensive training programme on document examination and identifying fraudulent travel documents linked to human trafficking for Project ROCK Liaison Officers, as well as for approximately 15 law enforcement colleagues in Burundi, including:

• Travel Document Detection and Review Techniques

• Document Intelligence and Fraud Trend Analysis

• Investigative Techniques for Document Falsification Networks

• Document Fraud Facilitating Migrant Smuggling, Trafficking in Persons and Terrorism

• New Trends: Digital Identity and Document Fraud.

• The expert will collaborate with law enforcement agencies and relevant stakeholders to assess training needs and tailor materials accordingly.

• Provide ongoing support and guidance to law enforcement personnel in addressing real-world cases.

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

TRAINING APPROACH

The expert should employ an approach that is:

• Engaging and interactive, promoting active learning and skill development.

• Sensitive to the local cultural context and the unique challenges faced in Kenya.

• Results-oriented, with a focus on the practical application of knowledge and skills.

• Ensure that participants in project activities are aware of relevant policy guidelines, technical standards, and commitments undertaken by the Government and relevant institutions under international and domestic law to counter human trafficking.

• Ensure that responses are in line with existing policy guidance, technical standards, relevant Government human rights legal obligations, and overall anti-trafficking and victim protection guidelines.

REPORTING AND IMPACT ASSESSMENT

The non-key expert will be required to:

• Report on the progress and impact of the training program.

• Collect feedback from participants and measure improvements in their responses to cases of online sexual exploitation and human trafficking.

• Recommend adjustments and enhancements to the training based on evaluations and feedback.

• Ensure design and implementation of activities are based on proper needs and feasibility analysis and entail needed flexibility to respond to upcoming needs for change.

- Ensure activities are properly planned, implemented, and reported.

PROFESSIONAL EXPERIENCE

- Professional experience in document examination and detection of fraudulent travel documents in THB and SoM cases.
- Professional experience in designing and conducting training in document examination and detection of fraudulent travel documents.
- Knowledge of methods for training law enforcement officers.
- 3 to 5 years of relevant experience in counter-trafficking and mixed migration.
- Several years of professional experience in document examination, particularly in the field of THB and Som.
- Previous consulting experience in Africa and knowledge of the context related to counter-trafficking in the Horn of Africa are an asset.

PROFESSIONAL SKILLS

- Ability to work collaboratively with team members within training settings
- Demonstrated ability to work effectively in highly stressful situations.
- Fluency in written and spoken English.

INTERPERSONAL SKILLS

- Organization, rigour, flexibility, and great autonomy
- High level of professionalism and dedication to the subject matter.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Diplomacy and experience in institutional relations

Duration and Location: from 03/08/2026 to 07/08/2026 (4.5 training days). The expert will benefit from one day of preparation, one day for reporting, and two days for travel. The contract for this position will be for this period, and the expert will travel to Burundi.

Please send your CV and motivation letter to : Claude.ducamp@rock-center.eu

