



Ministry of Security and Justice



MINISTRY OF INTERIOR



## **„Referral of and assistance for victims of human trafficking in Europe” – RAVOT-EUR**

HOME/2012/ISEC/AG/4000004405

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### **CALL FOR APPLICATIONS**

### **RESTRICTED TO BELGIAN APPLICANTS**

For national experts from Belgium, Hungary and the Netherlands for developing and writing the  
*Training Manual about a Transnational Referral Mechanism for Victims of Human Trafficking  
among Belgium, the Netherlands and Hungary*

#### **Objective:**

The Ministry of Interior of Hungary as the project leader and its project partners, the Ministry of Security and Justice of the Netherlands and Payoke vzw of Belgium invite experts to submit applications in the framework of the project “Referral of and Assistance for Victims of Trafficking in Europe” HOME/2012/ISEC/AG/4000004405 (hereinafter referred to as RAVOT-EUR). There is a strong need in the field of fight against human trafficking to establish a common “rules of procedure” and guidelines for policymakers, judiciaries, social workers, law enforcement officers about how to refer and assist victims of human trafficking. Practice proved that identification of and assistance for trafficked persons can only work effectively by way of a cooperation matrix that includes all relevant stakeholders both in the country of origin and destination throughout the assistance process.

Taking into consideration these facts one of the objectives of the project is to compile a tool in which three experts from the three partner countries jointly write a Training Manual (each expert will write his or her part according to his or her nationality) that can be used in the everyday work of experts involved in the identification, assistance and referral of victims of human trafficking.

Under this call for applications one expert from Belgium, one expert from Hungary and one expert from the Netherlands will be selected.

#### **Required skills and experience:**

#### **To be eligible candidates must:**

- be citizens of one of the three partner countries (Belgium, The Netherlands, Hungary)
- have strong writing abilities and capacity for researching and writing
- be able to coordinate input from organisations in the national network
- be able to closely cooperate with other authors



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### Education

- At least a bachelor's degree in relevant area such as Public Administration, Public Policy, Social and Political Sciences, Gender Studies, Development Studies, International Relations, Law or equivalent (Master's degree and PhD would be an asset.)

### Experience

- Practical and theoretical knowledge in the field of the fight against trafficking in human beings
- Research experience in relevant fields

### Languages

- Highly proficient in spoken and written English

### Documentation

- Professional CV
- Cover letter
- References (journal articles, studies, etc., if applicable)

### Tasks and duties of the 3 successful candidates:

- Developing and writing Training Manual on *"Transnational Referral Mechanism for Victims of Human Trafficking among Belgium, the Netherlands and Hungary"* in English according to the instructions / specifications listed in the enclosed Description of content (Annex 1).
- Candidates shall cooperate closely with the partner-authors, report on the status of the fulfilment of the document to the Ministry of Interior of Hungary and attend meetings personally in Hungary, if it is necessary and if experts are invited to do so. The first meeting which writers would be asked to attend is foreseen to be held in March. The necessary organisational background and services (travel, accommodation, meals) will be provided by the Ministry of Interior of Hungary for those meetings.

### Deadline of completion:

The Training Manual must be completed under the period of **March 2015 – July 2015** no later than **31. July 2015**.



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### **Remuneration:**

All the tasks listed in Annex 1 must be completed by the selected experts, however the remuneration will be proportional to the number of the pages written by the expert in the Training Manual. This remuneration includes all the costs of the author that incurred during the completion of the tasks.

The planned extent of the Training Manual is 150–200 pages of text.

1 page equals: see Annex 1 to this call.

Remuneration for 1 page: gross 25,00 EUR

**The Belgian expert** is invited to compile 37,5-50 pages for which a maximum amount of gross 1250,00 EUR will be paid.

**The Dutch expert** is invited to compile 37,5-50 pages for which a maximum amount of gross 1250,00 EUR will be paid.

**The Hungarian expert** is invited to compile 75-100 pages for which a maximum amount of gross 2500,00 EUR will be paid. The Hungarian expert is invited to edit the Training Manual for which the remuneration is calculated after the 5% of the edited text multiplied by the price for 1 page, but a maximum amount of gross 250,00 EUR will be paid.

### **Application procedure and decision:**

Interested candidates are advised to carefully review the requirements and ensure that they meet the required skills and experiences described above. Qualified candidates are requested to send the **Application Package (CV, cover letter, references) in English** to the following email address: [Peter.Polgar@bm.gov.hu](mailto:Peter.Polgar@bm.gov.hu) **until the deadline of CET 12:00 on 25/02/2015**. Please indicate "RAVOT-EUR Training Manual" in the subject of the email.

In accordance with the procedure of decision, evaluation of all applications will be conducted by the members of the project partners. Following the selection procedure all the applicants will be informed through email about the results. After the successful candidates will be chosen a contract will be signed with them on behalf of the Ministry of Interior of Hungary for the expected work.

Should you require more information please contact: **Mr Peter POLGAR** at [Peter.Polgar@bm.gov.hu](mailto:Peter.Polgar@bm.gov.hu)



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