

Terms of Reference

Development of a Code of Conduct for Fair Recruitment, Iraq

(International consultant)

I. Background

The International Labour Organization, with support from the European Union, is implementing a project to enhance labour governance, inspection, and working conditions in Iraq, in response to the COVID-19 pandemic. The project addresses a number of labour market challenges imposed by the pandemic, as well as some of the longer-term decent work priorities of Iraq.

The ILO- EU funded- project “Enhancing labour governance, inspection and working conditions in response to COVID-19, is developing a compliance model for the agriculture sector in effort to improve the skills and working conditions of those working in the sector. The project will work through enhancing the regulatory framework in the agriculture sector, improving occupational safety and health measures, and strengthening employment services and support from cooperatives.

To that end, the ILO is looking for an expert consultant to develop a code of conduct for fair recruitment in agriculture in Iraq in Arabic based on ILO general principles on fair recruitment and deliver one day online training as a validation workshop for labour recruiters to finalize the last version of the code of conduct for fair recruitment.

II. Overall Objective

The purpose of the assignment is to develop a code of conduct for fair recruitment with a focus in agriculture sector, in Arabic or in English languages, to safeguard against fraudulent practices and abusive recruitment practices based on ILO general principles and operational guidelines on fair recruitment and deliver one day online training/ validation for labour recruiters in Iraq as a validation workshop to finalize and deliver the final version.

III. Duties and responsibilities

Under the technical supervision of ILO’s team in Iraq, and in coordination with the ILO implementing partner, the selected consultant will be responsible for the following tasks:

1) Develop a code of conduct for fair recruitment in agriculture to safeguard against fraudulent practices and abusive recruitment practices based on ILO general principles and operational guidelines on fair recruitment.

- Desk review of recruitment related legislation in Iraq (federal of Iraq and KRI).
- Desk review of available reports on recruitment practices in Iraq.
- Desk review of normative guidance on recruitment (i.e., ILO Fair Recruitment Principles and Guidelines, Dhaka Principles, etc.).
- Develop questionnaires and interview plan in consultation with the national consultant, if needed.
- Guide the national consultant in conducting interview-based outreach to key private sector and civil society stakeholders consisting of government ministries, formal and informal recruiters, if needed.
- Analyse the collected data, the recommendations, and the provided report from the national consultant.
- Develop the outline of the code of conduct for ILO review and approval.
- Develop the 1st draft of the code of conduct for fair recruitment for Iraq with special focus on the agriculture sector, identifying practical solutions, recommendations, and guidelines on fair recruitment practices, indicating roles and responsibilities.



The Code of Conduct should be based on International Labour Standard, and particularly the [ILO Private Employment Agencies Convention, 1997 \(No. 181\)](#) and draw strongly from the [ILO General Principles and Operational Guidelines for Fair Recruitment and the Definition of Recruitment Fees and Related Costs](#).

2) Deliver one day online training for labour recruiters in Iraq as a validation workshop

- Deliver the online training and validation training for labour recruiters to receive their feedback and comments.

3) Deliver the last version of the code of conduct for fair recruitment (by 25 October 2022)

- Revise the draft by incorporating inputs, feedback, and additional information and data collected.
- Submit the last version of the code of conduct for fair recruitment in the agriculture sector in Iraq.

IV. Timeframe

The consultancy is during the period from 20 September 2022 till 30 October 2022. No mission is required to Iraq.

V. Payment Schedule

The Consultant will receive one payment after the submission of the final code of conduct and the validation/ training for labour recruiters: at the satisfaction of the ILO.

VI. Qualifications

- An international consultant with a strong expertise in conducting similar assignments in a multi-country context, with a preference to experience in the Middle Eastern context.
- Advanced University degree in the fields of law, economic development, public policy, development management, impact assessment or other related fields.
- Proven experience with International Labour Organization/ UN or international development agencies.
- Proven understanding of the International Labour Standards and the ILO policies.

VII. Application submission

Interested applicants should submit:

- Resume.
- Technical proposal (not more than two pages) in English that should clearly outline:
 - Relevant experience. The information provided shall clearly show that the qualifications required are met. Proof of similar assignment (incl. papers produced if possible) is required as an annex.
 - Understanding of the task and approach/methodology suggested carrying out the assignment; description of and timeline for actions to be taken to fulfil the assignment.
- Financial proposal that outlines the number of proposed working days, fees in USD per day and total fees in USD.

Please mention “**Development of a Code of Conduct for Fair Recruitment, Iraq**” in the subject of the email. Submission of proposals to: abdulameer@ilo.org and al-hashamat@ilo.org by **18 of September 2022**.