

## **Terms of Reference (ToRs) Modification N°1**

“Promotion and Monitoring Officer of the Temporary Work Abroad Program”

### **Organization Background**

ACDI/VOCA based in Washington, DC is a nonprofit international development organization that provides technical and administrative assistance in the areas of agribusiness, financial services, business development and food security, with the aim of promoting economic growth and ensuring a vibrant civil society. For more information about ACDI/VOCA, visit the portal [www.acdivoca.org](http://www.acdivoca.org).

### **Program Background**

ACDI/VOCA is executing in Honduras the Transforming Market Systems (TMS) program of the United States Agency for International Development (USAID). The purpose of TMS is to promote competitive, resilient and inclusive market systems that provide greater economic opportunities to incorporate vulnerable populations to reduce incentives to migrate.

TMS applies a systems development approach to address the root causes behind vicious cycles that marginalize people and businesses and identifies leverage points that lead to virtuous new ways of doing business and improved economic opportunities. This will result in a sustainable increase in income, through more business, more sales and more jobs for Hondurans, while contributing to the construction of broad-based, long-term economic growth.

Within the framework of the program, activities are carried out in six components:

1. **Value Added Agriculture:** Boosting the strengths already present in Honduras to generate long-term economic growth in value chains selected for their high potential to generate jobs.
2. **Tourism and Creative Industries:** Overcome the underlying limitations in the development of the tourism sector in Honduras by taking advantage of the leadership potential of the private sector to become an agent of change in alliance with the public sector at the national, departmental and local destination levels.
3. **Entrepreneurship:** Contributes to the economic and social growth of Honduras, understanding that MSMEs are the largest generators of employment, expansion of market segments, increased production of goods and services and dynamism in the communities where they operate.
4. **Business Environment:** Support state modernization strategies and strengthen the capacity of private sector organizations to take a leadership role in evaluating, designing and promoting business-friendly policies.
5. **Labor Intermediation:** Connect public and private workforce development services with employers to align the services offered with the demand for employment in the formal sector and improve linkage systems between workers and potential employers.
6. **Financial Transactions Unit:** Promote the collaboration of Financial Institutions with actors that promote business development, to create mechanisms that reduce risk and improve financial services, and increase the inclusion and access to capital of the unbanked population, especially women, young people., farmers and microenterprises that operate in the informal sector of the economy.

### **Consulting background**

In recent years, Honduras and other countries in the region have recorded increases in irregular migration of their citizens, mainly due to the lack of economic opportunities.

Approximately 800,000 Hondurans were found attempting to enter the United States illegally, this growing trend has continued over the last 10 years resulting in 62% of the Honduran-born population residing in the United States being under an irregular immigration status (IOM, 2019). To reverse this trend and within the framework of meeting global development goals, Honduras has encouraged the design and implementation of public policies that stimulate entrepreneurship and the creation of new job opportunities for all Hondurans.

In this sense, the Governments of Honduras and the United States of America have signed a bilateral agreement to improve the implementation of the non-immigrant visa program, specifically for programs aimed at temporary agricultural and non-

agricultural workers, H2A (agricultural) and H2B nonagricultural visas, (reforestation, gardening, construction, cleaning) in the United States. This program is intended for U.S. employers to hire temporary foreign workers in positions where there is a shortage of U.S. workers due to availability, technical qualifications, and or willingness.

The government of Honduras established the **Temporary Work Abroad Program (PTTE)** within the Ministry of Labor and Social Security (SETRASS), which has managed to also expand to Mexico, Spain, and Poland, with the purpose of providing assistance to Honduran citizens residing in national territory, interested in working regularly and temporarily abroad. The program provides support to employers abroad in the recruitment process carried out in the country, however, once the worker is outside the country, they require support and/or accompaniment which can be provided by consular offices. of Honduras in the United States.

Consular offices have the capacity to coordinate the management and promotion of seasonal and temporary work opportunities outside Honduran borders, this will allow the Government of Honduras to inform and assist workers abroad by guaranteeing their labor rights.

The Ministry of Foreign Affairs of Honduras (SRECI) is the entity responsible for managing the country's bilateral, multilateral, economic, cultural, and international cooperation relations; the protection of Hondurans abroad and the reintegration of returned Hondurans. The PTTE can strengthen its actions abroad through the Undersecretariat of State for Consular and Migratory Affairs and its attached Directorates, responsible for directing, coordinating, monitoring, and supervising the Honduran Consular Corps to ensure the efficient performance of activities and attention to Hondurans and the provision of services in a transparent manner.

Additionally, the SRECI has the capacity to provide support for the passport issuance processes through its consulates abroad and the issuance of passports in Honduras for temporary workers and with monitoring via call center to help Hondurans abroad that require any type of assistance.

### **Purpose of the consultancy**

Attract new and improved temporary work opportunities through the promotion of PTTE in the US and Canada, with a strategic focus on active socialization with employers and foreign labor intermediary agencies for the recruitment of Honduran labor abroad.

The promotion of Honduran labor abroad is actively sought, which involves searching for employers and intermediary agencies; both potential and current. The purpose of this strategic collaboration is not only to establish fluid and effective communication with potential employers, but also to foster solid and trusting relationships that allow us to understand labor demand and maximize the possibilities of placing Honduran labor abroad.

To carry out this work effectively, we seek to hire two (2) Promotion and Monitoring Officers of the Temporary Work Abroad Program with the approval of SRECI. These professionals will carry out various activities in collaboration with the Ministry of Foreign Affairs and International Cooperation (SRECI), through certain consulates strategically located in the United States. Those who must adhere to the internal regulations of the Consulates.

Likewise, they will work in close coordination with the Ministry of Labor and Social Security (SETRASS), guaranteeing integrated and effective management in the promotion of Honduran labor.

Three States have been identified that have shown greater interest in hiring Honduran labor, being California, Florida, and Washington. Therefore, the consultancy will initially prioritize these 3 areas or key States.

### **Specific consulting tasks**

- Identify the demand for temporary workers and the largest employers of temporary workers in the assigned geographic area.
- Manage and diligently respond to requests and queries from employers and labor intermediaries, providing appropriate assistance and follow-up to their requirements and requests.
- Proactively identify and cultivate relationships with local businesses and employers with the goal of fostering employment opportunities for the Honduran workforce in their respective geographic area.

- Conduct visits and maintain regular contacts with employers and foreign labor intermediary agencies to promote participation and collaboration in the Honduras Temporary Work Abroad Program.
- Search and participation in specialized events related to temporary employment, such as labor forums and other platforms where temporary work visas are promoted, such as the H2A, H2B or seafarer categories.
- Coordinate and promote the Honduran workforce in accordance with relevant jurisdictional regulations and restrictions.
- Provide advice and guidance to workers on their labor rights, as well as provide assistance in the process of filing claims or complaints if necessary.
- Provide detailed monitoring of the working conditions of Honduran workers beneficiaries of the Temporary Work Abroad Program (PTTE).
- Facilitate and promote communication and labor relations between employers and workers, either directly or through the Honduran consulates abroad.
- The Promotion and Monitoring Officer will carry out his/her functions in coordination with the Consular Offices of the Prioritized states in these ToRs, in direct coordination of TMS and under the supervision of the Consul and the General Directorate of Protection of Honduran Migrants of the SRECI.

### Deliverables

The PTTE Promotion and Monitoring Officer will be paid based on the following table of deliverables:

No.	Deliverable Description	Planned delivery date	Payment percentage
1	<p><b>Initial report</b> containing:</p> <p>a) <b>Analysis and Diagnostic Report:</b> A detailed document that includes an exhaustive analysis of the current panorama of demand for temporary work abroad for Honduran citizens, identifying areas of opportunity and possible challenges, including a benchmarking analysis of the processes and strategies implemented by the rest of the countries of the northern triangle.</p> <p>b) <b>Strategic Promotion and Hiring Plan:</b> A strategic plan that establishes the specific actions and strategies to promote the program with identified employers from different sectors, the establishment of labor relations with them, visits plan for the workers abroad and a schedule of promotional events.</p>	30 days after signing the contract.	20%
2	<p><b>Progress and results report</b> containing:</p> <p>a) <b>Follow-up and Monitoring Reports:</b> Reports that detail the follow-up and monitoring of results, including:</p> <ul style="list-style-type: none"> <li>• Data base of potential and/or existing employers visited/contacted.</li> <li>• Results of visits to employers that include number of workers requested, number of workers to be requested, positions or respective field, working conditions.</li> <li>• Honduran workers assisted and their follow-up.</li> <li>• Identification and participation in employment fairs and promotional events</li> <li>• Any other information relevant to the program.</li> </ul>	<p>05 business days following the month you are reporting.</p> <p>“Monthly reports of results must be presented for 4 consecutive months”</p>	60%
3	<p><b>Final results report</b> containing:</p> <p>a) <b>Final Report and Recommendations:</b> A final report summarizing the findings, results and lessons learned from the consultancy, along with specific recommendations to strengthen and improve the management of temporary employment opportunities</p>	180 days after signing the contract.	20%

	abroad for Honduran citizens and a condensed database of employers visited/contacted.		
	<b>b) Procedures Flowchart and systematization of the process:</b> That describes the standard operating procedures for the management of temporary employment opportunities abroad, from the reception of applications to the monitoring of assigned workers		
<b>Total</b>			<b>100%</b>

TMS reserves the right to change or adjust the deliverables during the negotiation stage with the selected candidate.

### Required competencies

#### a) Academic training

- Higher university degree: Law, International Relations, Human Resources, Political Science, International Trade, Marketing, or related careers.
- Specialization in immigration issues, human rights, labor rights, international business management desirable.

#### b) Other Specific Aspects

- Advanced English level.
- US resident or citizen and/or authorized to work legally in the United States of America.
- Location: Must reside in areas close to one of the 3 consulates identified as key or prioritized (California, Florida, and Washington) for this consultancy.

#### c) Work experience

- Minimum of 2 years of experience in developing and managing strategic partnerships.
- Experience in identifying and mapping potential clients.
- Experience in the management, planning, implementation and monitoring of projects or programs related to this consultancy.

#### d) Desirable Knowledge

- Labor Rights: Understanding of local and international labor laws to ensure compliance and ethical treatment of workers.
- Global Workforce Management: Knowledge of immigration processes, visa requirements, and international employment regulations. This is valuable for managing a geographically dispersed workforce.
- Negotiation and Alliance Building: Proven ability to represent organizations in negotiations and partnerships.

#### e) Other skills and abilities

- Communication skills
- Interpersonal skills
- Strategic planning and organization
- Orientation to results
- Technical credibility
- Teamwork
- Writing skills

### Evaluation criteria

Resumes received in response to these ToRs will be reviewed and evaluated according to the following evaluation criteria:

No.	Evaluation criteria	Maximum rating
1	<b>Education and Academic Training:</b> The candidate's academic training will be considered, especially in related fields such as Law, International Relations, Political Science, Human Resources, International Trade, Marketing, or related careers. Knowledge of immigration issues, human rights, and international business will be considered. All required competencies will be evaluated.	30%
2	<b>Work Experience:</b> Minimum experience of 2 years in positions with activities linked to employability, labor intermediation, negotiations, promotion, HR or others related to this	40%

	consultancy. Attach references from previous jobs, certificates and/or anything else that proves your experience.	
3	<b>Professional References:</b> Professional references provided by the candidate will be reviewed to verify their performance in previous roles related to the nature of this consultancy.	30%
<b>Total</b>		<b>100%</b>

### Documents to submit to apply

Applicants must send the following documents to the email: [PropuestasTMS@activoca.org](mailto:PropuestasTMS@activoca.org)

- 1) Updated resume, highlighting work like those required for this consultancy and the evaluation criteria proposed.
- 2) References from previous jobs, certificates and/or any other that proves your experience.
- 3) Completed and signed the **Consultant Profile** found in **Annex A** of these ToRs.
- 4) Completed and signed the **Contractor Biographical Data Sheet** found in **Annex B** of these ToRs.
- 5) Copy of an identification document.
- 6) Legal document that proves your immigration status in the United States and that demonstrates that you are authorized to work legally.
- 7) A copy of your insurance certificate if you have one.

The subject of the application email must specify “**Promotion and Monitoring Officer for the Temporary Work Abroad Program.**”

### Process schedule

Activity	Date
Modification N°1 publication date	June 3, 2024
Modified deadline to submit applications	June 16, 2024
Expected performance period	6 months from the start of the contract

**Annex A: Consultant Profile**

General Information						
Last Name		First Name		MI.	Citizenship Lao	
Current Address				Passport Number (and country of issuance)		
				Phone(s)		
Previous Address (if less than 5 years)				Email Address		
				Date you can start		Expected Daily Rate
Assignment Applying for the Development partnership and access to finance (Bank's coordination)				If expected daily rate is higher than previous consultant rate, please add justification:		
Have you ever been employed by ACDI/VOCA? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when? Have you previously applied to ACDI/VOCA? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when?						
Education						
Name / Location			Major		Degree	Graduated?
			Business and Administration		Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultant Services						
Please list assignments performed in the last 3 years; add rows below or continue on an additional sheet if needed. <i>(If none, please skip to Employment section below)</i>						
Assignment Title/Description	Employer's name, address, point of contact (include phone and email)	Dates of Assignment (M/D/Y)		Days at Rate	Daily Rate	
		From	To			
Employment						
Please list your last 3 positions held.						

Title / Position	Employer's name, address, point of contact (include phone and email)	Dates of Employment (M/D/Y)		Base Annual Salary <i>(excluding bonuses &amp; allowances)</i>
		From	To	

I certify that the statements made and answers given by me to the foregoing questions are true and complete to the best of my knowledge. I understand that any false or misleading information, including omission of facts, given in this application, in supporting documentation or during interviews is grounds for disqualification from further consideration, or, if employed, for immediate dismissal for cause. I authorize companies, schools or persons to provide any information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damages that may result from issuing this information. This release supersedes any agreement or contract I may have previously made to the contrary with any such company, school or person.

**Print Name**

**Signature (required)**

**Date**

**Annex B: Contractor Biographical Data Sheet**



OMB Control No: 0412-0520  
 Expiration Date: 11/30/2024

**CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET**

**PRIVACY ACT STATEMENT**

**Authority:** Foreign Assistance Act, Pub. L. 87-165, as amended, and 48 CFR Ch. 7 - AIDAR.

**Purpose:** To collect, use, maintain, and disclose information to determine the qualifications of an individual for a specific contract position and to determine the reasonableness of proposed salary or consultant rate for the services proposed under the contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).

**Routine Uses:** The personal information is used by USAID to maintain administrative records and to perform other administrative functions inherent to the administration of the contract. This information will be used by USAID Contracting Officers and will not be disclosed outside USAID.

**Disclosure:** Contractor employees/consultants under USAID cost-reimbursement contracts must submit personal, employment history, and educational data, and the contractor must provide the basis and rationale for the proposed salary as specified in the form. Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent approval of the individual proposed under the specific contract.

1. Name ( <i>Last, First, Middle</i> )			2. Contractor's Name			
3. Employee's Address ( <i>include ZIP code</i> )			4. Contract Number		5. Position Under Contract	
			6. Proposed Salary		7. Duration of Assignment	
8. Telephone Number ( <i>include area code</i> )		9. Place of Birth		10. Citizenship ( <i>If non-U.S. citizen, give visa status</i> )		
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment						
12. EDUCATION ( <i>include all college or university degrees</i> )				13. LANGUAGE PROFICIENCY ( <i>see Instruction on Page 2</i> )		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading




**14. EMPLOYMENT HISTORY** *(List last three (3) positions held by the individual)*

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (MM/YYYY)	
		From	To

**15. SPECIFIC CONSULTANT SERVICES** *(give last three (3) years). Continue on a separate sheet of paper, if required, to provide this information.*

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (MM/YYYY)	
		From	To

**16. RATIONALE FOR PROPOSED SALARY** *(Provide the basis for the salary proposed in Block 6 with supporting rationale for the market value of the position. Continue on a separate sheet of paper, if required)* Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

**17. CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
<b>18. CONTRACTOR'S CERTIFICATION</b> <i>(To be signed by responsible representative of Contractor)</i>	
Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. Certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.	
Signature of Contractor's Representative	Date

*INSTRUCTIONS*

Indicate your language proficiency in Block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. “S” indicates speaking ability and “R” indicates reading ability. For more in-depth description of the levels refer to ADS 438.

**2. Limited working proficiency**

S Able to satisfy routine special demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

**3. General professional proficiency**

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

**4. Advanced professional proficiency**

S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

**5. Functionally native proficiency**

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.



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*PAPERWORK REDUCTION ACT INFORMATION*

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate logistic support and allowances, the educational information provides an indication of qualifications, and the proposed salary, along with the basis and rationale for the market value is used to monitor cost and help determine reasonableness of proposed salary.

*PAPERWORK REDUCTION ACT NOTICE*

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

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