Call for Resumes:
Implementation of the Trafficking in Persons Knowledge Platform

Type of Appointment: Short term consultancy
Organizational Unit: Public Security Information and Knowledge Section
Start Date: To be determined in 2024
Duration: 4 months
Consulting Fee: USD 9,000
Duty Station: Washington, D.C. or virtual
Consultancy opportunity number: CFR/15/24
Description: Assistance with the implementation of the Trafficking in Persons Knowledge Platform

Duties and Responsibilities: Prepare a user manual, a one-page information document, and a PowerPoint presentation to present the Platform. Organize meetings with country representatives and specialists to present the Platform and explain how it works. Launch the first data collection cycle. Address questions that national focal points might have during the data collection process. Ensure that OAS Member States fill out all questionnaires and, monitor and review responses. Contact national focal points to modify and correct answers. Collect, consolidate, and systematize comments, recommendations, and suggestions that national focal points might have to improve the Platform, particularly the questionnaires. Prepare and apply a user experience and satisfaction survey among national focal points and prepare a report with the main findings. Organize a final round of meetings with national focal points and other stakeholders to present the results of the data collection cycle and the survey results and collect user’s opinions on the questionnaires and the Platform. Prepare a final report with the main steps, results, recommendations, and possible next steps.

Education and Experience: Postgraduate degree, preferably in criminal justice, criminology, public safety/security or sociology and experience working with social science research methods, data collection and analysis, reporting, and data-based platforms, websites, or dashboards. Research, policy, or advocacy work on human trafficking will be highly valued.
Skills: Analytical, writing and presentations skills. English and Spanish proficiency. Excellent command of Excel, PowerPoint, and survey software.

Applications: Please send an updated CV, a letter of interest detailing qualifications for and interest in the consultancy, and one academic and/or employment reference to publicsecurity@oas.org by August 15, 2024, by the end of the day. In the email subject please write your name and the consultancy you are applying for, e.g.: Peter Long | Implementation of the Trafficking in Persons Knowledge Platform.

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