

Terms of Reference (TOR)

Review and Content Development of Pre-Departure Orientation (PDO) and
Pre-Employment Orientation (PEO),
and
Support for Training of Trainers (ToT)

Date of Preparation: July 15, 2026

1. Background and Objectives

The Project (hereinafter "the Client") is working to strengthen the following two types of orientation programs, which will be delivered with the aim of protecting the rights of labour migrants and promoting safe migration.

Pre-Departure Orientation (PDO): Training that provides migrant workers, prior to their departure, with information on the laws, customs, rights, and support organizations of their destination country.

* The PDO held by the Migration Agency targets Uzbek workers who plan to work in Japan and in various other countries.

Pre-Employment Orientation (PEO): Training that provides prospective migrants interested in overseas employment, study abroad, or travel with information on employment contracts, fraud prevention, and legal migration processes.

* The PEO held by the Migration Agency targets Uzbek nationals seeking overseas employment, study, or travel not only to Japan but to a variety of countries.

To enhance the effectiveness of both programs, it is urgent to improve the quality of the content and to establish a Training of Trainers (ToT) program to nurture trainers of PDO and PEO. The purpose of this assignment is to provide specialized support in addressing these issues.

2. Objectives of the Assignment

The objectives of this assignment are as follows.

- Qualitative improvement of the PDO and PEO curricula and training materials
- Planning and development of presentation materials and group work for the PDO/PEO ToT training
- Support for the implementation of PDO/PEO ToT training
- Evaluation and recommendations on the effectiveness of the training

3. Scope of Work

3.1 Development and Review of PDO/PEO Content

- Research on the latest trends in PDO/PEO in various countries
- Review of the PDO/PEO curricula and training materials, and incorporation of necessary elements based on international standards and the latest trends
- Development of PDO/PEO facilitator guides and participant handouts
- Development of evaluation tools (completion tests, participant feedback forms, etc.)

3.2 Development of PDO/PEO ToT Training Materials

- Development of training slides and handout materials
- Design of participatory exercises such as group work, role play, and case studies
- Development of evaluation tools (completion tests, participant feedback forms, etc.)

3.3 Support for Implementation of PDO/PEO ToT Training

- Co-facilitation of ToT training together with the Client and the Migration Agency

- Management of proceedings and participant support on the day of training
- Follow-up and improvement recommendations after the training

3.4 Other

- Participation in meetings with the Migration Agency and other international organizations
- Other duties as instructed by the relevant experts from the Client's team

4. Deliverables and Payment Terms

This contract adopts a deliverables-based payment method. The contract amount is calculated based on the number of working days required for each deliverable multiplied by the daily rate.

Payment will be made only for deliverables that have been approved as meeting the outcomes required by the Client.

"Approval" of each deliverable refers to written confirmation (including by email) from the Client's designated representative.

Payment will be made in a single lump sum upon approval of all deliverables. (Whether to divide payments into installments may be discussed based on the consultant's request.)

Payment currency shall be in UZS.

5. Contract Period and Work Schedule

Contract Period: Up to 8 months (to be discussed)

Working Days: 22 days

The following is a tentative work schedule and is subject to change through consultation with the Client.

As the ToT training is planned to be organised in Tashkent, no travel outside the Tashkent area is anticipated. Local transportation costs are included in the Daily Rate.

#	Deliverable	Description	Working Days
1	Inception Report	Preparation of a work plan and schedule. The report shall include preliminary research on the latest trends in PDO/PEO in various countries.	2 days
2	Review of the PDO Curriculum	Review of the PDO video scenario created by the Client, the in-person PDO training (3 days), and the Concept Note/Agenda for the PDO ToT training, providing comments and additions as necessary.	1 day
3	Development of Materials for the In-Person PDO Training and PDO ToT Training Group Work	Development, together with the Client, of exercise materials, group work, completion tests, and facilitator guides for the in-person PDO training (3 days) (part of the workload to be shared with the Client).	7 days
4	Implementation of the PDO ToT Training	Implementation of the training as a facilitator/instructor, together with the Client and the Migration Agency.	4 days
5	Draft of the PEO Curriculum	Drafting agenda and materials for the PEO training (approximately 1–2 hours). Reflection of feedback from the Client.	3 days

		Development of finalized materials (slides and facilitator guides, group work exercise, role play, case studies, completion tests and/or feedback forms, etc.).	
6	Draft of PEO ToT Training Materials	Development of PEO ToT training slides, group work, and participant handouts (slides, group work exercise, role play, case studies, completion tests and/or feedback forms, etc.)	3 days
7	Implementation of the PEO ToT Training	Implementation of the training as a facilitator/instructor, together with the Client and the Migration Agency.	1 day
8	Preparation of the Implementation Report	A report including the results of training implementation, participant evaluations, and recommendations for improvement of the overall work.	1 day
Total			22 days

6. Consultant Requirements

6.1 Mandatory Requirements

- At least 10 years of work experience in the field of labour migration and migration policy
- Expertise in topics related to labour migration, gender, human trafficking, and forced labour
- Work experience related to PDO/PEO
- Experience developing and facilitating adult training content (curricula and materials)
- Experience designing and implementing ToT training
- Ability to write and communicate fluently in both English and Uzbek

6.2 Desirable Requirements

- Experience collaborating with the Migration Agency and other government bodies in Uzbekistan
- Work experience with/at international organizations or government development assistance projects
- Good knowledge, and work experience regarding labour migration (acceptance of workers from Uzbekistan) for major destination countries for Uzbek workers; such as Russia, Korea, etc, including interactions with Uzbek workers going to / coming back from such countries.
- Concrete understanding of the language and cultural background of target countries

7. Responsibilities of the Client

- Provision of existing materials and reference information necessary for the work
- Coordination and arrangement of meetings with stakeholders (Migration Agency, etc.)
- Provision of feedback on each deliverable within 7 business days
- Designation of a point of contact and holding of regular progress-check meetings

8. Reporting and Communication

- Online/in-person meetings with the Client (as needed)
- Timely email/telegram correspondences
- Obligation to promptly report any important matters or risks that arise

- All deliverables shall be submitted in the format specified by the Client (Word, PowerPoint, etc.). Deliverables may be produced in either English or Uzbek, as appropriate to the content being reviewed or developed

9. Intellectual Property and Confidentiality

All intellectual property rights in the deliverables produced under this assignment shall belong to the Client. However, this does not apply to existing materials and tools already held by the consultant prior to the commencement of the work.

The consultant shall maintain confidentiality regarding information and data obtained through the course of the work, and shall not disclose such information to third parties without the prior written consent of the Client. This confidentiality obligation shall remain in effect even after the termination of the contract.

10. Ethics and Code of Conduct

- Avoidance of conflicts of interest and prompt disclosure should any arise
- Prevention of harassment and ensuring an inclusive training environment
- Protection of the personal information and privacy of migrant workers
- Compliance with the Client's code of conduct and ethical guidelines

10. Submission Requirements

Interested consultants are requested to submit the following documents:

- Cover letter - Max. 1 page outlining relevant experience and suitability for this assignment
- Curriculum Vitae (CV)
- Proposed Daily Rate and Total Amount, inclusive of tax (with the applicable tax amount stated separately)
- (Optional) Any previous related deliverables that can be shared (e.g., sample curricula, training materials, or reports)