

Escuela Andaluza de Salud Pública, S.A.
Campus Universitario de Cartuja, Cuesta del Observatorio, 4. Granada
18011 Granada
Spain

Special Partnership Agreement (SPA) No: HR2022 / 2220921

Special Conditions

The International Centre for Migration Policy Development (“**ICMPD**”) engages the services of **Ainhoa Ruiz Azarola, Jaim Jiménez Pernet, Olga Leralta Piñán** (“**the Partner Institution Experts**”) of **Escuela Andaluza de Salud Pública, S.A.** (“**the Partner Institution**”) under the terms and conditions specified below and in the attached Annexes, which form an integral part of this Agreement. The Special Partnership Agreement and all its Annexes are hereinafter referred to as “**the Agreement**”.

The Partner Institution hereby agrees to provide the services of the Partner Institution Experts for the EU Global Migration Capacity Building Support project on the terms and conditions specified below including in all Annexes.

- 1. Nature of the services:** The Partner Institution shall provide the above mentioned experts who shall be engaged according to the attached **Terms of Reference (ToR) (Annex II)**
- 2. Duration of the Agreement:** This Agreement shall commence and enter into force on 21/11/2022 and shall expire upon satisfactory completion of the services described in the attached **ToR (Annex II)**, but no later than 22/12/2023.
- 3. Place of residence of the Partner Institution Expert(s):** Granada, Spain
- 4. Working hours per day:** 8
- 5. Remuneration:** Throughout the duration of this Agreement, the Partner Institution Experts will be required to complete the services according to the ToR (Annex II).

The Partner Institution shall receive as full compensation for the services of the Partner Institution Experts:

an *all-inclusive* daily fee (i.e. inclusive of health insurance and any taxes and/or duties in accordance with national laws) of € 250 for a maximum of 40,5 working days upon submission of the counter-signed SPA, timesheets, a request for payment and certification by ICMPD that the services have been satisfactorily performed as per the ToR (Annex II).

6. Fee Compensation for travel days:

- There is no fee compensation for time spent on travel.

7. Termination: The Agreement can be terminated by either party at any time by giving the other party 10 days written notice. In that case, the Partner Institution shall be compensated for the actual amount of work performed and delivered by the Partner Institution Expert(s) to the satisfaction of ICMPD on a pro rata basis.

8. Rights and obligations: The rights and obligations of the Partner Institution and Partner Institution Expert(s) are strictly limited to the terms and conditions of this Agreement including all Annexes.

9. Annexes to the Agreement:

- Annex I: General Conditions
- Annex II: Terms of Reference (ToR)
- Annex III: Data Protection Rules and Procedure
- Annex IV: Social Media Rules

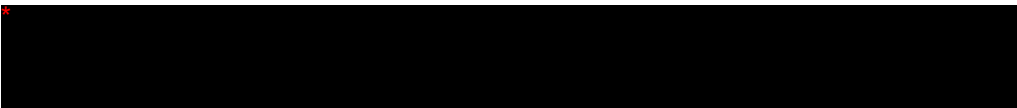
The documents related to Annex I and III can be found under <https://www.icmpd.org/work-with-us/calls-for-experts> (“Downloads”)

In the event of conflict between the provisions of the present Special Conditions and any attached Annex thereto, the provisions of the Special Conditions shall take precedence. In the event of conflict between the provisions of the General Conditions (Annex I) and those of any other Annex, those of the General Conditions (Annex I) shall take precedence.

By signing this Agreement, the Partner Institution hereby consents to the processing of relevant personal data by ICMPD for the purpose of performing the terms of this Agreement in accordance with the General Conditions (Annex I) and the Data Protection Rules and Procedure (Annex III). The Partner Institution furthermore confirms that the information provided in the Business Partner Registration Form is up-to-date and that all changes have been and shall be communicated to the designated ICMPD Focal Point. By signing this Agreement, the Partner Institution hereby confirms to have read, understood and agreed to the Special Conditions including to all Annexes.

For ICMPD

For the Partner Institution



Ralph Genetzke

Name, title and date

Director ICMPD Brussels Mission

Annex II. Terms of Reference - *MIEUX+ 2020-14 Costa Rica IV*, Expert on Migration and Health

Background

Migration EU eXpertise Initiative+ (MIEUX+)

MIEUX+ is an initiative funded by the European Union (EU) and implemented by the International Centre for Migration Policy Development (ICMPD). MIEUX+ strengthens the capacities of public authorities to better manage migration and mobility in all its dimensions through the provision of tailor-made peer-to-peer expertise assistance. As a global migration capacity-building programme, MIEUX+ provides peer-to-peer expertise to partner countries in Africa, Asia, Eastern Europe, Latin America and the Caribbean.

Action 2020-14 Costa Rica IV

The main partner authorities of the Costa Rica IV Action are the Costa Rican Ministry of Interior and Police, through its General Directorate of Migration and Immigration (DGME), and the Costa Rican Ministry of Health. The **overall objective** of this Action is to strengthen Costa Rica's comprehensive response to protect and assist migrant populations in Costa Rica, especially during contingencies such as the current COVID-19 pandemic.

The **specific objectives** of this Action include strengthening the efforts of the Government of Costa Rica to incorporate migration into its actions through training and capacity building. In this regard it is foreseen to develop a Online Course on Health and Migration and its respective Handbook, based on which training, including of training of trainers session, will be carried out with officials. The Handbook will be a tool that the authorities could use to further train their officials on migration and health issues. The implementation of this course will also be an opportunity to extract lessons learned that will support the formulation of guidelines and recommendations for the development of a broader training programme on migration for Costa Rican institutions.

Tasks

In line with the full Terms of Reference of the MIEUX+ project, and in cooperation and coordination with the Project team and other experts, the experts will develop the following tasks.

Activity 6: Development of a training course on health and migration

MIEUX experts, in collaboration with the Ministry of Health of Costa Rica, will develop a Training Course on migration and health targeting officials of the Ministry of Health, based on the Training Needs Assessment developed in a previous stage of the Action.

The course will be structure in 4 modules, namely:

- Module 1: Introduction to migration
- Module 2: Migration and health as a general concept
- Module 3: Health determinants of migrants' health
- Module 4: Migration and health in Costa Rica: Practical application in the Ministry of Health

Below is an indicative structure of the main themes of each module:

1	INTRODUCTION TO MIGRATION
	<p>Objective: To learn about general migration trends, to be able to situate Costa Rica in these trends and to generate a first awareness/empathy building.</p> <ol style="list-style-type: none"> 1. How many people do not live in their own country? Major migration trends, globally, regionally and nationally. 2. Who are migrants and why do they leave their country? Migration profiles and main rights protected according to the international, regional and national normative framework. Profiles may include labour migrants, students, asylum seekers, refugees, and victims of trafficking etc. and their motivations (incl. environmental factors). 3. What is the difference between a regular and an irregular migrant? Facts and myths, clarification of the economic contribution of migrants, multiculturalism as a source of wealth in society. 4. What aspects can make migrants more vulnerable? Multiplicity of profiles and how different identities overlap (language, children and unaccompanied minors, women and girls and gender-based violence, older people, LGBTTTIQ+ people, people with disabilities, indigenous people, people of African descent).

2	MIGRATION AND HEALTH AS A GENERAL CONCEPT
	<p>Objective: To learn more about the right to health, and to reason about the main ethical issues surrounding migration, ethics and health.</p> <ol style="list-style-type: none"> 1. What are the key concepts related to migration and health? Main definitions. 2. What is the right to health of migrants? International, regional and national normative framework, main challenges, human rights paradigm, and the interdependence of human rights. 3. What are the main theories on migration and health? 4. What are the myths about migration and health? Common myths about the health of migrants and their relationship with the public health system.
3	DETERMINANTS OF HEALTH AMONG MIGRANTS
	<p>Objective: To determine the determinants of the health of migrants during the migration process, as well as the concept of intersectoriality applied to this group.</p> <ol style="list-style-type: none"> 1. What is the biopsychosocial model? Health as something that also encompasses the social sphere and the role of social ties and roles in the well-being of the individual and, even more so, for people who migrate. 2. Can migration be a social determinant of health? 3. How does the migration process affect the health of migrants? Factors during the different phases: before departure and at the border, in transit, in destination communities, and on return. 4. What are the effects on different groups and how do different vulnerability factors such as gender and sexual orientation (women and girls, LGBTTTIQ+ people), age (older people and children), ethnicity (indigenous and/or Afro-descendant people), disability, working conditions and language affect them? 5. What are the profiles of migrants in Costa Rica and the health needs of migrants in Costa Rica? Including mental health issues.
4	MIGRATION AND HEALTH IN COSTA RICA: PRACTICAL APPLICATION IN THE MINISTRY OF HEALTH
	<p>Objective: Apply all the above content to the Costa Rican context and link it to their work. Return and feedback to the Ministry of Health of Costa Rica.</p> <ol style="list-style-type: none"> 1. What is the role of the Ministry of Health/Caja de Seguro Social/CSO? Content of the "Framework of guiding actions for the right to health of migrants" and reflection on how it can be improved and what changes are needed to facilitate its implementation. 2. What are the specific existing tools and how could they be improved? 3. What are the challenges for the social and health protection of migrants in Costa Rica? Including lessons learned from the COVID-19 pandemic. 4. What are good practices in health and migration? Good practices at national and regional level, focusing on integration, policy changes, as well as community participation and development. Discussion on what could be future actions in Costa Rica.

A first group of experts will take care of the development of modules 1 and 4, and a second group of modules 2 and 3. They will nevertheless have the task of coordinating with each other to harmonise the whole course.

Each module will have a self-paced content (divided into sections) and an interactive session.

To develop this Training Course, the experts will be asked to develop two main tasks, as detailed below:

➤ **A6 - Task 1: Development of a detailed outline for the self-paced online course on migration and health**

- Location: Virtual
- Working Days: 5.5 days (4 days for drafting, 1 day for harmonisation, 0.5 day for revision)

On the basis of the results of the Training Needs Assessment, the experts will provide a **detailed outline** for the self-paced content and the interactive session for module 2 (Migration and health as a general concept) and module 3 (Health determinants of migrants' health). For each module, the outline will clearly identify the **learning objectives** of the module and its sections.

While developing the outline for the **self-pace content**, the experts should consider that:

- The training will be delivered over 4 weeks, at a rate of 5 hours per week (3 hours for the online content, 2 hours for the interactive session) for a total duration of 20 hours;
- There shouldn't be more than 5 sections per online module;
- The modules will be developed use the 'building blocks' methodology, starting with basic knowledge and gradually building on to more complicated issues as the course proceeds, as well as moving from theory to practice;
- Time should be allocated to allow learning checks at the end of each section and at the end of each module;
- Each module should include 2 cases studies of good practices in the area of migration and health, one from the LAC region and one from EU Member States;
- When possible and relevant, special attention will also be given to food security issues in the migrant population, as well as xenophobia and discrimination and their effects on public health.

While developing the outline for the **interactive sessions**, the experts should:

- Avoid additional presentations;
- Allow space for the questions regarding concepts presented in the online module;
- Include simple group work that reinforce the learning objectives.

The experts will need to coordinate with the experts developing Modules 1 and 4, to harmonise the outline and ensure cohesion throughout the course. The experts will also update the proposed outline based on the MIEUX+ team's feedback.

Deliverables:

- The draft outline will be shared with the MIEUX+ team no later than **2 weeks** after the the start of the assignement.
- The final version of the outline must be submitted no later than **a week** after receiving feedback from the MIEUX+ team.

➤ **A6 - Task 2: Development of the content for the online course on migration and health**

- Location: Virtual
- Working Days: 27.5 days (0.5 day for the glossary, 20 days for the development of the modules's content, 1 day for the pre and post test, 4 days for the harmonisation, and 2 days for revision)

On the basis of the outline developed under Task 1, the experts will develop content for the training course of migration and health:

- **Glossary:** to facilitate the harmonisation of the course's content and ensure that it uses gender-inclusive language, the experts will need to agree on glossary of key terms. It should be in line with the terminology used by the Ministry of Health.
- **Content of the self-paced modules:** using the template provided by the MIEUX+ team, the experts will develop the individual content for each one of the modules. The written content of each module's section should not be more than 10 000 words as they must be completed within 45 mins. They will also prepare learning checks at the end of each section (3 multiple choice questions) and at the end of each module (5 multiple choice questions).
- **Content of the interactive sessions:** the experts will develop the training materials necessary to implement the interactive sessions.
- **Pre and post test:** the experts will develop a 20 question multiple-choice test to assess the improvement of the participants knowledge from before and after the implementation of the training course.

The experts will need to coordinate with the experts developing Modules 1 and 4, to harmonise the content and ensure cohesion throughout the course. The experts will also revised the modules' content based on the MIEUX team's feedback.

Deliverables:

- The draft version of the modules content will be shared with the MIEUX+ team no later than **6 weeks** after the the start of the task.
- The final version of the modules content must be submitted no later than **two weeks** after receiving feedback from the MIEUX+ team.

Activity 7: Training course on Migration and Health for public officials of the Ministry of Health

The MIEUX+ experts will pilot the online training course with a selected group of 30 Ministry of Health officials, in order to enhance their knowledge on the linkages that exist between migration and health. In coordination with the MIEUX+ Team, the experts will be asked to develop two main tasks, as detailed below:

➤ **A7 - Task 1: Interactive sessions**

- Location: Virtual
- Working Days: 5.5 days (2 days of preparation, 0.5 day for the presentation of the course, 1 day for attendance of modules 1 and 4, 1 day for moderation and office hours for module 2, and 1 day for moderation and office hours of module 3)

Prior to the start of the course the experts will participate in a session to present the course to the participants. Then, the experts will moderate the interactive sessions for module 2 and module 3 on the basis of the outline and training materials under Activity 6. For each of the module, the experts will also set aside time for office hours so that participants can reach out to them should they have additional questions. In addition, the experts are expected to attend the interactive sessions schedules for module 1 and 4 to ensure cohesion throughout the course.

Deliverables:

- The agenda for the interactive sessions of module 2 and module 3 will be submitted no later than **1 week** before each session.

➤ **A7 - Task 2: Revision of module content**

- Location: Virtual
- Working Days: 2 days (1 days for revision of module 2 and 1 day of revision for module 3)

After the implementation of the Course, and on the basis of, the experts will revise and update the content of the self-pace modules and the training materials developed for the interactive sessions based on the the feedback provided by the participants.

Deliverables:

- The first updated version of the modules content will be shared with the MIEUX+ team no later than **3 weeks** after the the conclusion of the course.
- The final updated version of the modules content must be submitted no later than a **week** after receiving feedback from the MIEUX+ team.

Additional tasks

- To become familiar with the migration context in Costa Rica;
- Read all documents provided by the Project team ;
- Coordinate independently with the other expert(s) as needed;
- Consult the [Digital Toolkit For MIEUX Experts](#);
- Complete the Expert Activity Report upon completion of their assignment.

Tentative work plan

Activity	Task	Dates	Maximum number of working days
Activity 6	Task 1	November – December 2022	5.5 days
Activity 6	Task 2	January – March 2023	27.5 days
Activity 7	Task 1	April – May 2023	5.5 days
Activity 7	Task 2	May– June 2023	2 days

Maximum number of working days: **40.5 days**

Lines of responsibility

On a regular basis, the Experts will report to **Ms. Léa Monteillet and Ms. Naïke Chancy** who will be in charge of the overall supervision both in terms of administrative and content issues, and who will provide input and comments on deliverables as needed.

Qualifications and experience

- Spanish language skills (verbal and written);
- Excellent knowledge on migration and health;
- Practical experience in the development of training courses;
- Excellent interpersonal and communication skills;
- Specific knowledge and experience in online training is an asset;
- Previous participation in international cooperation projects is an asset.

Material to be provided by ICMPD

- Project Action Fiche;
- Training Needs Assessment Report;
- All relevant templates for the development of the Training Course materials;
- Any other document relevant to the development of the Training Course.

Administrative information

Payment information

For payment of the fees for the assignment, the Partner Institution needs to submit - on the templates provided by ICMPD and in line with the payment schedule stated in the contract:

- timesheet(s), duly completed in line with instructions, dated and signed;
- counter-signed contract;
- signed payment claim(s) reflecting the days/hours worked as per submitted timesheets (the MIEUX+ standard fee is 250 EUR per day).

The payment to the bank account indicated by the Partner Institution will only be processed after certification by ICMPD that the required services have been satisfactorily performed.

Therefore, the Partner Institution is requested to submit all documentation together to:

Mr. Vadim Camenscic

Project Assistant

vadim.camenscic@icmpd.org

Mr. Lorenzo Musacchio

Project Assistant

Lorenzo.Musacchio@icmpd.org

Social Media Rules

1 Purpose

Social media such as Facebook, Twitter, Blogs, LinkedIn, YouTube and many more, play a crucial part in today's communication. Unlike the classical analogue media, they allow all users to create, share and promote their views to a broad public. It is no secret that social media has great potential for campaigning and for shaping public opinion. However, the flip side of the coin is that there are many pitfalls, especially regarding all aspects of security and reputation on a personal and a corporate level. This is why all employees are encouraged to use social media responsibly when communicating about topics within their areas of expertise.

This policy provides rules and helpful, practical advice on the "private" use of social media accounts in order to protect ICMPD's employees as well as to safeguard ICMPD's reputation.

If you have any questions, please contact the Communications Unit: media@icmpd.org

2 Scope

This policy is binding for every ICMPD employee, who is or plans to become active on any social media platform, such as Facebook, Twitter, Flickr, YouTube, Instagram, LinkedIn and other social media, including blogs.

As laid out in the *Code of Conduct* ("Individual responsibilities") every staff member has agreed to "protect and enhance ICMPD's brand reputation..." and to "...coordinate communication activities involving the media with the Communications Unit..."

Employees subject to a Special Service Agreement (SSA) are bound by the Code of Conduct section of the *General Conditions*, which they agreed to when signing a contract with ICMPD¹.

3 Recommendations for safe and conscious use of social media

3.1 Be a good ambassador. Your behaviour always reflects on the organisation. Keep the Code of Conduct in mind.

3.2 Rule of thumb: Do not say or write anything that you would not be comfortable seeing quoted in a newspaper headline or having to justify to your supervisor. If the information you are about to post makes you feel uncomfortable, do not post it. Consult with your supervisor and with Communications in case of doubt.

¹ "The Subscriber shall, in particular, **refrain from making any public statements concerning the relevant project or services** and/or from direct contact with project Contracting Authorities/donors, other than provided for in his/her Terms of Reference, **without the prior approval of ICMPD**, and from engaging in any activity which conflicts with his/her obligations towards ICMPD and the Contracting Authority."

Filename: Social Media Rules		Distribution ICMPD Employees	
Drafted	Approved	Released	Effective from
Schragl	Spindelegger	Griffin Dass	03/12/2018

- 3.3 Personal does not mean private.** While it often seems as if you are private when acting on social media this is rarely ever the case. It is easy to track private conversations through Google searches, even if you have not fallen victim to a cyberhack. That is why you should always be considerate when communicating through these channels and keep in mind that “personal is not private”.
- 3.4 Factual information:** When engaging in online discussions about ICMPD or topics we deal with, you might want to correct someone else, but make sure you only provide factual information you can prove.
- 3.5 Do not “feed the troll”.** Sometimes, you will find that someone intentionally misunderstands you in order to provoke you – in this case the “do not feed the troll” rule applies. Ignore that person and do not get emotional about the incident.
- 3.6 Be the first to admit a mistake** – and be upfront about it. Remember that the “internet never forgets anything”, so, if some information was really wrong, someone has noticed and taken a screenshot. You can proactively communicate about the mistake and the changes that were made in order to correct it.

4. Rules

- 4.1 Code of Conduct:** The Code of Conduct applies to the digital world and your activities on social media.
- 4.2 Speak only for yourself.** Use a disclaimer to make clear you are not speaking on behalf of the organisation. Only ICMPD authorised, official accounts are entitled to speak on behalf of the organisation.
- 4.3 Do not use logos and emblems** or screenshots of ICMPD products as your personal profile or header photos. Not only does this imply that you are an official ICMPD spokespersons/ authorised social media account, it also goes against our copyrights and those of our partners.
- 4.4 Only tweet or comment on projects if you are directly working on them and if there was no restriction to communicate on the project.** In case you would like to comment on or promote another ICMPD project that you are not working on directly, please do so only by **using the retweet** function without any comment. This type of retweets is highly encouraged. If there has been no communication on certain project outcomes, actions or meetings by an authorised official account yet, wait until the authorised accounts go out with the information. **The same principle applies to all other social media channels.**
- 4.5 Respect privacy and image rights²:** You must have consent from every person that you are showing in a photo and can clearly identify. The only exception to this is in a public street scene where you do not focus on any particular person but only photograph “the street”.
- 4.6 Setting up project accounts** and accounts where ICMPD is a consortium partner: Projects that wish to set up a social media account must always consult with the Communications Unit first. It is the only way to ensure consistency and support from the Communications Unit.
- 4.7 Protect your privacy.** Lock screens when devices are not in use. Set passwords with a high security level, never share them and change them regularly. Select settings where you restrict who can see your personal information. Whenever possible, avoid linking and synchronising apps since you lose control over what can be found on the web. Staff members, personnel and interns must adhere to ICT policies and rules.

² See *European Court of Human Rights Factsheet on the Right to the Protection of One’s Image*: https://www.echr.coe.int/Documents/FS_Own_image_ENG.pdf

4.8 Travel and security: As ICMPD becomes better known, it also becomes increasingly vulnerable to security threats from different groups. It is extremely important not to post any information which may have an impact on the security and safety of ICMPD employees, ongoing and future activities, and assets of the organisation. For instance, exact dates and times of missions and events in high-risk areas.

Further relevant documentation

- *Policy on Computing and Information Technology Facilities*
- *Rules on Computing and Information Technology Facilities*
- *Guidelines for Account Management*
- *Code of Conduct*
- *SSA General Conditions*