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Improved
Labour
Migration
Governance



► Overseas private employment agency self-assessment tool



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in collaboration with



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Overseas private employment agency self-assessment tool

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Key concepts

▶ Migrant worker	<i>"A person who migrates or has migrated to a country of which he or she is not a national with a view to being employed otherwise than on his or her own account."</i> (ILO, 2019)
▶ Fair recruitment	<i>"When recruitment practices nationally and across borders are grounded in labour standards, developed through social dialogue, and ensure gender equality. Specifically, they:</i> - <i>are transparent and effectively regulated, monitored and enforced;</i> - <i>protect all workers' rights, including fundamental principles and rights at work, and prevent human trafficking and forced labour;</i> - <i>efficiently inform and respond to employment policies and labour market needs, including for recovery and resilience."</i> (ILO, 2021)
▶ Protection	<i>"All activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and spirit of the relevant bodies of law, namely human rights law, international humanitarian law and refugee law."</i> (IASC, 2021)
▶ Overseas private employment agency	<i>"Any natural or legal person, independent of the public authorities, which provides one or more of the following labour market services:</i> - <i>Services for matching offers of and applications for employment, without the private employment agency becoming a party to the employment relationships which may arise therefrom;</i> - <i>Services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person which assigns their tasks and supervises their execution;</i> - <i>Other services relating to job seeking, determined by the competent authority after consulting the most representative employers' and workers' organizations, such as the provision of information, that do not set out to match specific offers of and applications for employment."</i> (ILO, 2018)



Introduction

Background

Labour migration in Ethiopia has developed considerably in recent years, driven in particular by demand for domestic workers in Middle Eastern countries. In a country where three million job seekers enter the labour market every year and where economic opportunities remain limited, overseas employment has the potential to provide jobs and income to thousands of Ethiopians. However, migrant workers are highly vulnerable to rights violations, especially women and low-skilled migrants, who represent the majority of migrant workers currently. In addition, irregular migration remains very present, despite significant efforts to eliminate such practices.

Successive adaptations of the legal framework and governance have aimed to facilitate regular means of labour migration and correct the flaws in the overseas employment system. Notably, the Federation of Ethiopian Private Overseas Employment Agencies was established in 2020 to ensure that the practices of overseas private employment agencies comply with the relevant legislation and represent agencies in negotiations with government counterparts. In May 2021, the Government of Ethiopia issued a new proclamation to further promote overseas employment opportunities while ensuring the protection of all migrant workers. The proclamation clarifies the role of private agencies and assigns them new responsibilities, in particular for ensuring that fair recruitment and protection standards are met. The International Labour Organization commissioned Samuel Hall to conduct a rapid assessment of the capacity of overseas private employment agencies to inform the design of capacity-building interventions to support operationalization of the new proclamation. This study included the development of a user-friendly self-assessment tool designed to help agencies assess the adherence of their practices to the legislation.

This document introduces the proposed toolkit and includes the following sections: Part 1 presents the relevant national and international legal frameworks applicable to overseas employment, while Part 2 describes the framework on which the tool is based, i.e. the different dimensions and indicators used for assessing the capacity of the agencies concerned. Part 3 consists of the tool itself, while Part 4 proposes next steps for tool users and resources which might be of interest to agencies.

How to use this toolkit

What is the purpose of this self-assessment toolkit?

The purpose of this toolkit is to help overseas private employment agencies (PrEAs) self-assess the extent to which their practices adhere to the national and international legal frameworks governing the recruitment and protection of migrant workers for overseas employment. The toolkit is comprised of:

- ▶ a summary of the national and international legislative instruments that govern the actions and responsibilities of overseas private recruitment agencies in Ethiopia, with additional information on the new Overseas Employment Proclamation No. 1246-2021;
- ▶ a self-assessment framework providing specific and measurable indicators against which overseas PrEAs can begin to evaluate their compliance with the legal standards, together with suggested actions PrEAs should take to reduce risks, and resources to fill current capacity gaps.

Who should take the self-assessment?

The self-assessment is designed to be taken by staff at every level of the agency. Managers should distribute copies of this toolkit to each member of staff and request that they complete it independently, encouraging them to think critically and add any comments and ideas they have for goals or improvements in the space provided. It is important that all staff understand that the purpose of this self-assessment is to create actionable goals and articulate concrete capacity-building needs to improve the overall service provided by the agency, and therefore they should answer the questions as honestly as possible.

Legislative framework

The elements of this self-assessment tool are drawn from requirements and principles set forth in the various legal frameworks which govern the overseas private employment sector, including ILO standards on fair recruitment.

It is important that all staff read and understand this legislative framework in order to ensure that they conduct their work in accordance with it, to the best of their ability. Below is a summary of the key legislative tools related to overseas employment practices in Ethiopia. It is advisable that agency staff refer to these references before completing the self-assessment that follows.

▶ Legislative Tool	▶ Overview
DOMESTIC LEGISLATION	
Overseas Employment Proclamation No. 1246-2021 Read here .	The primary purpose of the Overseas Employment Proclamation is to regulate overseas labour migration and enhance the protections available for migrant workers. The Proclamation clearly defines the responsibilities of all parties involved in overseas employment, clarifying the obligations of private employment agencies, and outlining mechanisms for ensuring and monitoring the protection of migrant workers' rights.
Overseas Employment Proclamation No. 923/2016 Read here .	The proclamation identifies three types of recruitment for overseas employment (public employment organs, agencies, and direct employment) and introduces significant changes to better manage the labour migration process and ensure the protection of Ethiopian migrants working overseas. It also introduces revised mechanisms for administering and monitoring PrEAs.
Labour Proclamation No. 1156-2019 Read here .	The Labour Proclamation outlines minimum terms and conditions for work, including protection from discrimination (Article 14), right to fair dismissal (Article 26) and maximum working hours (Articles 61-62). It also contains provisions which regulate employment relations involving overseas private recruitment agencies.
Prevention and Suppression of Trafficking in Persons and Smuggling of Persons Proclamation No. 1178-2020 Read here .	The Proclamation provides a clear definition of the offence of trafficking, including the facilitating, assisting and smuggling of people. It also outlines penalties for each of these offences and sets out processes for the protection of victims of trafficking and mechanisms for investigating trafficking offences.
Constitution of Ethiopia 1995 Read here .	Of most relevance, the Ethiopian constitution: a) frames the responsibility of the State to " <i>pursue policies that aim to expand job opportunities</i> " and " <i>undertake all measures necessary to increase opportunities for citizens to find gainful employment</i> " Article 41(6) and 41(7); b) states that: "All international agreements ratified by Ethiopia are an integral part of the law of the land" (Article 9(4)).

INTERNATIONAL LEGISLATION

Migration for Employment Convention No. 97-1949 Read here .	The primary purpose of the Convention is to secure no less favourable treatment for migrant workers in a regular situation as for nationals. It provides guidance on the conditions in which labour migration should take place and identifies a series of rights and services migrant workers are entitled to.
Domestic Workers Convention No. 189-2011 Read here .	The Convention extends basic labour rights to domestic workers around the globe and aims to improve their working and living conditions. The Convention recognizes the economic and social value of domestic work and introduces standards to address the exclusion of domestic workers from labour and social protection. Given that most domestic workers are women, the new standards are an important step towards advancing gender equality in the world of work and ensuring women's equal rights and protection under the law.
Migrant Workers Convention No. 143-1975 Read here .	The Convention aims to eliminate illegal migration and illegal employment and sets requirements to ensure respect for the rights of migrants whose status is irregular, while introducing measures to end clandestine trafficking and penalize employers of irregular migrants.
Private Employment Agencies Convention No. 181-1997 + Recommendation 188 Read here .	The Private Employment Agencies Convention outlines requirements for States to monitor and regulate private employment agencies operating in their territory. Among other things, it requires States to ensure that private employment agencies prevent abuse of the migrant workers they recruit. This includes ensuring that they are not involved in child labour, developing appropriate mechanisms for investigating alleged abuse, and not charging extra fees for recruitment services.
Abolition of Forced Labour Convention No. 105-1957 Read here .	The primary purpose of the Abolition of Forced Labour Convention is to eliminate all forms of forced/compulsory labour. It requires States to impose appropriate legal penalties for perpetrators of forced labour, take measures to prevent forced labour, and support victims.
Discrimination (Employment and Occupation) Convention No. 111-1958 Read here .	The primary purpose of the Discrimination (Employment and Occupation) Convention is to encourage States to develop national legislation which effectively prohibits all discrimination in employment, including discrimination on the basis of sex, race, religion, political opinion and national/social origins.
Minimum Age Convention No. 138-1973 Read here .	The primary purpose of the Minimum Age Convention is to ensure that ratifying States develop national legislation that effectively prohibits the use of child labour. Importantly, it sets 18 as the minimum age for any type of work which could risk the health, safety or morals of a young person.
Convention on the Elimination of All Forms of Discrimination Against Women 1979 Read here .	The Convention on the Elimination of All Forms of Discrimination Against Women was written as an "international bill of rights" for women. It covers the protection of women's rights in all forms, including the right to non-discrimination, the right to freedom from violence, the right to representation in public life and the right to equality in marriage, as well as economic and social rights.

For a full list of ILO treaties ratified by Ethiopia, see [here](#).

For a full list of UN Human Rights treaties ratified by Ethiopia, see [here](#).

Self-assessment tool framework

The assessment framework on which this tool is based spans four dimensions, all of which must be activated and harmonized to ensure that fair recruitment standards and migrant workers' rights are being upheld. For each dimension, the tool provides specific and measurable indicators whereby overseas PrEAs can evaluate their compliance with the legal standards outlined in the Overseas Employment Proclamation and other relevant legal instruments. The self-assessment criteria will then help to measure progress in meeting the requirements of each indicator. At the end of this section, you will find some recommendations and details of the resources available.

Self-assessment dimensions and indicators

▶ Policy	INDICATOR 1 → The agency has developed a standardized recruitment policy which upholds the principles of fair recruitment. INDICATOR 2 → The agency has clear organizational policies guiding the work of all units to ensure the protection of migrant workers' rights.
▶ People/HR	INDICATOR 1 → The agency places clear responsibilities and expectations on its staff regarding fair recruitment and supports them in understanding and acting in line with these. INDICATOR 2 → The agency places clear responsibilities and expectations on its staff regarding the protection of migrant workers' rights and supports them in understanding and acting in line with these.
▶ Procedures	INDICATOR 1 → The agency ensures recruitment is fair through clear, detailed and systematic recruitment processes which are effectively adhered to by all staff. INDICATOR 2 → The agency has robust, codified procedures for monitoring the maintenance of protection standards and responding to issues when they arise in a timely manner.
▶ Accountability	INDICATOR 1 → The agency monitors all recruitment closely and takes appropriate measures if compliance with fair recruitment standards is poor or at risk. INDICATOR 2 → The agency monitors risks to and protection of migrant workers' rights closely and takes appropriate measures in cases where rights are infringed.

Self-assessment tool

► 1 | POLICY

INDICATOR 1 → The agency has developed a standardized recruitment policy which upholds the principles of fair recruitment

The agency has a written recruitment policy to which all staff are required to adhere.	In Place
	In Process
	Not in Place
The approach to recruitment laid out in the policy is informed by the ILO guidelines for fair recruitment as well as recruitment specifications laid out in the Overseas Private Employment Agencies Proclamation	In Place
	In Process
	Not in Place
<i>See section above for more information on these items.</i>	
The policy is written in a way that is clear, easy to understand and in the relevant languages. It is publicized, accessible to all, promoted and distributed widely to all staff and relevant stakeholders.	In Place
	In Process
	Not in Place
The policy is clear that informal channels of recruitment (reliance on personal networks, support from brokers) are not tolerated.	In Place
	In Process
	Not in Place
The policy includes measures to prevent the use of informal recruitment channels (e.g. reliance on personal networks) and misconduct by staff (e.g. accepting bribes or asking for recruitment fees).	In Place
	In Process
	Not in Place

► Add Comments

► 1 | POLICY

INDICATOR 2 → The agency has clear organizational policies guiding the work of all units to ensure the protection of migrant workers' rights.

The agency is aware of its protection responsibilities under international and national law, and this legislation is integrated into all relevant agency policies.	In Place
	In Process
	Not in Place
The agency has instigated an internal code of conduct / safeguarding policy which prioritizes the protection of migrant workers' rights.	In Place
	In Process
	Not in Place
It is a policy of the agency to send low-skilled workers only to countries with which the Government of Ethiopia has signed a bilateral agreement or Memorandum of Understanding (MoU) pertaining to labour migration. This distinction, as well as the list of eligible countries, is clear and known by all staff.	In Place
	In Process
	Not in Place
It is a policy of the agency to send workers only to employers who can prove that they have the capacity to uphold migrant workers' rights, or a track record of upholding such rights and treating them with respect and dignity.	In Place
	In Process
	Not in Place
Policies to protect migrant workers' rights are written in a way that is clear, easy to understand and is publicized, promoted and distributed widely to all relevant stakeholders.	In Place
	In Process
	Not in Place

► Add Comments

► 2 | PEOPLE

INDICATOR 1 → The agency places clear responsibilities and expectations on its staff regarding fair recruitment and supports them in understanding and acting in line with these.

The agency has clear written guidance on what constitutes fair recruitment and how it should be ensured by the agency. Each staff member has access to this information.	In Place
	In Process
	Not in Place
Staff are trained in how to implement and uphold fair recruitment standards. Training is provided regularly and is compulsory for all new staff.	In Place
	In Process
	Not in Place
The agency is aware of problems that could arise regarding recruitment, and any issues are addressed and discussed openly by the relevant teams. Staff members have opportunities to discuss relevant issues (i.e. weekly meetings are organized).	In Place
	In Process
	Not in Place
Staff are provided with sufficient human and financial resources to carry out fair recruitment.	In Place
	In Process
	Not in Place
The agency has a focal point person who ensures that recruitment is being carried out fairly, performing regular checks and updating processes, guidance and policies when necessary.	In Place
	In Process
	Not in Place

► Add Comments

► 2 | PEOPLE

INDICATOR 2 → The agency places clear responsibilities and expectations on its staff regarding the protection of migrant workers' rights and supports them in understanding and acting in line with these.

Staff are provided with regular and relevant training on legislation regarding protection standards, including human rights, labour rights and the risks of human trafficking.	In Place
	In Process
	Not in Place
The agency provides practical safeguarding training to ensure that staff know exactly what processes to follow in order to safeguard the rights of migrant workers in their day-to-day roles.	In Place
	In Process
	Not in Place
The agency ensures that a regular chain of communication is maintained with colleagues/partner agencies in destination countries to ensure that appropriate measures are being taken to protect and uphold the rights of migrant workers.	In Place
	In Process
	Not in Place
Staff are provided with sufficient human and financial resources to ensure the safe deployment of migrant workers to destination countries and adequate monitoring in countries of destination.	In Place
	In Process
	Not in Place
Please add a question concerning a monitoring mechanism to ensure that staff are adhering to these policies.	
The agency is aware of problems that could put migrant workers at risk and issues are raised, discussed and addressed openly by the relevant teams.	In Place
	In Process
	Not in Place

► Add Comments

► 3 | PROCEDURES

INDICATOR 1 → The agency ensures recruitment is fair through clear, detailed and systematic recruitment processes which are effectively adhered to by all staff.

The agency advertises all vacancies on publicly accessible forums to ensure maximum reach and impact.	In Place
	In Process
	Not in Place
The agency considers applications only from persons who hold the minimum qualifications specified by the Overseas Employment Proclamation.	In Place
	In Process
	Not in Place
The agency has clear procedures in place to ensure that each recruitment drive is sufficiently competitive and guided by a clear process.	In Place
	In Process
	Not in Place
The agency has clear procedures in place to ensure that each recruitment drive is free from bias and discrimination.	In Place
	In Process
	Not in Place
The agency has an appropriate process for reporting and responding to incidents where unfair recruitment is suspected or alleged.	In Place
	In Process
	Not in Place

► Add Comments

► 3 | PROCEDURES

INDICATOR 2 → The agency has robust, codified procedures for monitoring the maintenance of protection standards and responding to issues when they arise, in a timely manner.

The agency conducts thorough assessments of employers to determine whether the rights of migrant workers will be respected. Such assessments are guided by a clear process.	In Place
	In Process
	Not in Place
The specific vulnerabilities of migrant workers are assessed by the staff of the agency and taken into account as they are placed in employment.	In Place
	In Process
	Not in Place
The agency has appropriate processes for drawing up robust contracts that ensure the protection of Ethiopian migrant workers' rights, dignity and safety, and ensures that contracts are signed and understood by all relevant parties (ministry, worker, agency, employer).	In Place
	In Process
	Not in Place
The agency has strong channels of communication with migrant workers. Staff communicate with them regularly to ensure that there are no emerging protection concerns.	In Place
	In Process
	Not in Place
The agency has clear procedures in place in cases where the rights of a migrant worker are infringed, such as a referral system and requirements for regular follow-up.	In Place
	In Process
	Not in Place

► Add Comments

► 4 | ACCOUNTABILITY

INDICATOR 1 → The agency monitors all recruitment closely and takes appropriate measures if compliance with fair recruitment standards is poor or at risk

The agency has mechanisms to monitor compliance with fair recruitment policies in the form of specific measures and/or integration into existing systems for quality assurance, risk management, auditing, monitoring and review.	In Place
	In Process
	Not in Place
There is a system of regular reporting to those in management as a way of monitoring progress and flagging up any issues related to the upholding of fair recruitment standards.	In Place
	In Process
	Not in Place
Cases of alleged unfair recruitment are thoroughly investigated, and staff are held to account if allegations of improper behaviour arise.	In Place
	In Process
	Not in Place
Policies and processes are reviewed at regular intervals and formally evaluated at least annually.	In Place
	In Process
	Not in Place
Data on recruitment figures is collected to be shared upon request by the MoLSA, the ILO or the Federation of Overseas PrEAs.	In Place
	In Process
	Not in Place

► Add Comments

► 4 | ACCOUNTABILITY

INDICATOR 2 → The agency monitors risks to migrant workers' rights closely and takes appropriate measures in cases where rights are infringed.

The agency provides migrant workers with clear information before they leave on potential issues they could face in destination countries, with an action plan in place that includes signposting of a designated point of contact if issues arise.	In Place In Process Not in Place
The agency clearly states its responsibility for protecting workers' rights, with staff assigned to oversee compliance and handle emerging concerns.	In Place In Process Not in Place
The agency ensures that partners in destination countries effectively monitor the human and labour rights of migrant workers.	In Place In Process Not in Place
The agency investigates all allegations related to infringements of rights and keeps an accurate record of all complaints, investigations and proven instances of rights violations.	In Place In Process Not in Place
The agency has a follow-up system in place to track whether migrant workers' rights were respected during their employment. This system informs continuous updates to overarching agency policies.	In Place In Process Not in Place

► Add Comments

የኢትዮጵያ የውጭ ሀገር የሥራ ስምረት ኤጀንሲዎች ራስን የመገምገሚያ መጠይቅ

► 1 | ፖሊሲ

አመልካች 1 → ኤጀንሲው የፍትሃዊ የምልመላ መርሆችን ያካተተና ደረጃውን የጠበቀ የምልመላ ፖሊሲ አርቅቋል

ኤጀንሲው ሁሉም ሰራተኞች ሊከተሉት የሚገባና በጽሁፍ የተደገፈ የምልመላ ፖሊሲ አለው

ተዘጋጅቷል

በመዘጋጀት ላይ

አልተዘጋጀም

በፖሊሲው ውስጥ የተዘረዘሩት የምልመላ አቀራረብ ሁኔታዎች የአለም የአቀፍ የሰራ ድርጅትን (ILO) ፍትሃዊ ምልመላ መመሪያዎችን ([ILO guidelines for fair recruitment](#)) እንዲሁም በውጪ ሃገር የሰራ ስምረት የግል ኤጀንሲዎች አዋጅ ([Overseas Private Employment Agencies Proclamation](#)) የተቀመጡ የምልመላ ዝርዝሮችንም አገናዝቧል።

ተዘጋጅቷል

በመዘጋጀት ላይ

አልተዘጋጀም

በነዚህ ላይ ተጨማሪ መረጃ ለማግኘት ከላይ ያለውን ድህረገፅ ይመልከቱ።

ፖሊሲው ግልጽ፣ ለመረዳት ቀላል በሆነ መልኩና በተዘማጅ ቋንቋዎች የተጻፈ ነው። እንዲሁም ታትሞ ለሁሉም ተደራሽ የተደረገና በሚገባ የማስታወቂያ ስራ የተሰራለት ሲሆን ለሁሉም ሰራተኞችና የባለድርሻ አካላትም ተከፋፍሏል።

ተዘጋጅቷል

በመዘጋጀት ላይ

አልተዘጋጀም

ፖሊሲው መደበኛ ያልሆነ የምልመላ መስመሮችን (የግል ትውውቅ ላይ መመስረት ፣ ከሀገው ደላሎች እገዛ ማግኘት) እንደማይጠቀም ግልጽ አድርጓል።

ተዘጋጅቷል

በመዘጋጀት ላይ

አልተዘጋጀም

ፖሊሲው መደበኛ ያልሆኑ የምልመላ መስመሮችን (ም.ሳ.የግል ትውውቅ ላይ መመስረት) እና የሰራተኛ ጥፋት (ም.ሳ. ጉበ መቀበል ወይም የምልመላ ክፍያ መጠየቅ) ለማስቀረት የሚያስችሉ እርምጃዎችን አካሏል

ተዘጋጅቷል

በመዘጋጀት ላይ

አልተዘጋጀም

► ተጨማሪ አስተያየት ያስቀምጡ

► 1 | ፖሊሲ

አመልካች 2 → ኤጀንሲው የውጭ ሀገር ሥራ ስምሪት ላይ የተሰማራ ሰራተኛ የመብት ጥበቃ ለማረጋገጥ ሁሉንም የመስርያ ቤቱን የስራ ክፍሎች የሚያግዙ ግልጽ ድርጅታዊ ፖሊሲዎች አሉት።

ኤጀንሲው በአለማቀፋዊና ሃገራዊ ህጎች የተጣሉበትን የጥበቃ ሃላፊነቶች በሚገባ ያውቃቸዋል፤ እነዚህም ደምቦች ተዛማጅ የኤጀንሲው ፖሊሲዎች ውስጥ ተካቷል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው ለፍልሰተኛ ሰራተኞች የመብት ጥበቃ ቅድሚያ የሚሰጥ ውስጣዊ የስነ-ምግባር ደምብ አዘጋጅቷል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ዝቅተኛ ክህሎት ያላቸውን ሰራተኞችና የኢትዮጵያ የሰራተኞች ፍልሰት (labour migration) ጋር በተያያዘ የሁለትዮሽ ስምምነት ወይም የመግባቢያ ሰነድ (MOU) ወደ ተፈራረመቻቸው ሃገራት መላክ ብቻ ነው እንዳለበት የኤጀንሲው ፖሊሲ ያመለክታል። እነዚህ ልዩነቶች እንዲሁም ብቁ የሆኑ ሃገራት ዝርዝር በግልጽ በሁሉም ሰራተኞች ዘንድ የታወቀ ነው።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
የኤጀንሲው ፖሊሲ የፍልሰተኛ ሰራተኞች መብት መጠበቂያ መዝገቦችን የመከታተል አቅም እንዳላቸው ማረጋገጥ ወደሚችሉ እንዲሁም በክብርና ሰብአዊነት በተሞላበት መልኩ ወደሚያስተናግዱ ቀጣሪዎች ብቻ ነው ሰራተኛ የሚልከው።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ከፍልሰተኛ ሰራተኛ መብቶች ጥበቃ ጋር ተዛማጅነት ያላቸው ፖሊሲዎች ግልጽ፤ ለመረዳት ቀላል በሆነ መልኩ የተጻፉና የታተሙ እንዲሁም በሰፊው የማስተዋወቅ ስራ የተሰራባቸው ሲሆን ለሁሉም የሚመለከታቸው ባለድርሻ አካላት በሰፊው ተሰራጭተዋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም

► አስተያየቶች

► 2 | የሰው ሃይል

አመልካች 1 → ኤጀንሲው በሰራተኞቹ ላይ ፍትሃዊ ምልመላን በተመለከተ ግልጽ የሆኑ ሃላፊነቶችንና ምን እንደሚጠበቅባቸው ያስቀመጠ ሲሆን በሚገባ እንዲረዱትና በዚህም መሰረት እንዲተገብሩ ያግዛቸዋል።

ኤጀንሲው ፍትሃዊ ምልመላ ምን እንደሆነና በኤጀንሲው ውስጥ እንዴት መተግበር እንዳለበት የሚያሳይ በጽሁፍ የተደገፈና ግልጽ የሆነ መመሪያ አለው። እያንዳንዱ የሰራተኛ አባልም ይህን መረጃ ማግኘት ይችላል።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ሠራተኞች የፍትሃዊ ምልመላ መስፈርቶችን እንዴት መተግበርና መጠበቅ እንዳለባቸው ስልጠና ተሰጥቷቸዋል። ስልጠናው በመደበኛ ሁኔታ የሚካሄድ ሲሆን ሁሉም አዳዲስ ሰራተኞችም የመሰልጥን ግዴታ አለባቸው።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው በምልመላ ዙርያ ሊከሰቱ ስለሚችሉ ችግሮች ግንዛቤ ያለው ሲሆን ስለ ችግሮቹም ከሰራተኞች ጋር በግልጽ ውይይት እንዲደረግባቸውና እንዲፈቱ ይደረጋል። የሰራተኛ አባላት እነዚህ ችግሮች ላይ የመወያየት እድሎች አላቸው (ሳምንታዊ ስብሰባዎች ይዘጋጃቸዋል)

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ለሰራተኞች፣ ፍትሃዊ ምልመላን ለማካሄድ የሚያስችል በቂ የሆነ ሰብአዊና የገንዘብ አቅርቦቶች ተደርጎላቸዋል።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው ምልመላው ፍትሃዊ በሆነ መልኩ እየተካሄደ መሆኑን የሚያይ፣ አስፈላጊ ሲሆንም መደበኛ ማጣሪያዎችን፣ ማሻሻያ የማረጋገጫ ሂደቶችን፣ መመርያዎችን፣ እንዲሁም ፖሊሲዎችን የሚመራ ዋና ተጠሪ አለው።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

► አስተያየቶች

▶ 2 | የሰው ሃይል

አመልካች 2 → ኤጀንሲው የፍልሰት ሰራተኞች መብት ጥበቃን በተመለከተ በሰራተኞቹ ላይ ግልጽ የሆኑ ሃላፊነቶችንና ምን እንደሚጠበቅባቸው ያስቀመጠ ሲሆን እነዚህንም በሚገባ እንዲረዱትና በዚህም መሰረት እንዲተገብሩ ያግዛቸዋል።

ሰራተኞች፣ ሰብአዊ መብቶችን፣ የሰራተኛ መብቶችንና ህገወጥ የሰዎች ዝውውር አደጋን ያጠቃለለ የጥበቃ ስታንዳርድ ህጎች ላይ መደበኛና ተዛማጅ ስልጠናዎች ተሰጥቷቸዋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ፍልሰተኛ ሰራተኞች በለተለኝ ስራቸው ላይ መብቶቻቸው እንዲጠበቅ የሚያስችል ትክክለኛ ሂደቶችን የኤጀንሲው ሰራተኞች መከተል እንዲችሉ ተግባራዊ በሆነ መልኩ የሚሰጡ የጥበቃ ስልጠናዎችን ኤጀንሲው ለሰራተኞቹ ያቀርባል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው የፍልሰተኛ ሰራተኛ መብቶችን ለማስጠበቅና በቂ ከለላ ለመስጠት የሚያስችሉ አስፈላጊ እርምጃዎች እየተወሰዱ መሆናቸውን ለማረጋገጥ በመዳረሻ አገሮች ካሉ ባልደረበች/አጋሮች ጋር የሚደረግ መደበኛ ግንኙንት ማድረጉን ያረጋግጣል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ፍልሰተኛ ሰራተኞችን ወደ መዳረሻ ሃገራት ደህንነቱ በተጠበቀ መልኩ የማሰማራት ሂደትና በመዳረሻ ሃገራት የተሟላ ክትትል መደረጉን ለማረጋገጥ የኤጀንሲው ሰራተኞች በቂ የሆነ የሰው ሃይል እና የገንዘብ አቅርቦት ተደርጎላቸዋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
እባክዎን ሰራተኞች እነዚህን ፖሊሲዎች እየተከተሉ መሆናቸውን ለመቆጣጠር የተዘጋጁ ዘዴዎችን የሚመለከት ጥያቄ ይጨምሩ።	
ኤጀንሲው ሊፈጠሩ ስለሚችሉና ፍልሰተኛ ሰራተኞችን አደጋ ላይ ሊጥሉ ስለሚችሉ ችግሮች ግንዛቤ አለው፣ ችግሮችም ተነስተው ከሚመለከታቸው ሰራተኞች ጋር በግልጽ ውይይት እንዲደረግባቸውና እንዲፈቱ ይደረጋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም

▶ አስተያየቶች

► 3 | ሂደቶች

አመልካች 1 → የኤጀንሲው ምልመላ ፍትሃዊ መሆኑን ለማረጋገጥ ሁሉም ሰራተኞች በአግባቡ የሚከተሉት ግልጽ የተብራራና ስልታዊ የሆነ የምልመላ ሂደት ነው።

ኤጀንሲው ከፍተኛ ተደራሽነትና ውጤታማነትን ለማረጋገጥ፤ ሁሉንም የስራ እድሎች ለህዝብ ተደራሽ በሆኑ የመገናኛ ብዙሃን ያስተዋውቃል።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው በውጪ ሃገር የስራ ስምሪት አዋጅ ላይ የተገለጹትን አነስተኛ የክህሎት መስፈርቶች (minimum qualifications) ያሟሉ ማመልከቻዎችን ብቻ ነው ግምት ውስጥ የሚያስገባው።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው እያንዳንዱ የምልመላ ሂደት በበቂ ሁኔታ ተወዳዳሪና በግልጽ መመሪያ የሚመራ መሆኑን ለማረጋገጥ የሚያስችሉ ግልጽ ሂደቶች አሉት።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው እያንዳንዱ የምልመላ ሂደት ከአድሎ ነጻ መሆኑን ለማረጋገጥ የሚያስችሉ ግልጽ መመሪያዎች አሉት።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

ኤጀንሲው ፍትሃዊ ያልሆነ ምልመላን የሚያመለክቱ ጥርጣሬዎችና ክሶች ሲኖሩ ሪፖርት ለማድረግና ምላሽ ለመስጠት የሚያስችል ተገቢ ሂደት አለው።

ተዘጋጅቷል
በመዘጋጀት ላይ
አልተዘጋጀም

► አስተያየቶች

► 3 | ሂደቶች

አመልካች 2 → ኤጀንሲው የጥበቃ መስፈርቶችን ለመጠበቅና ለመቆጣጠር የሚያስችሉና ችግሮች ሲፈጠሩም አፋጣኝ በሆነ መልኩ ምላሽ ለመስጠት የሚያስችሉ ጠንካራ መመሪያዎች አሉት።

ኤጀንሲው የፍልሰተኛ ሰራተኛ መብቶች ሊጠበቁ እንደሚችሉ ለማወቅ በቀጣሪዎች ላይ ጥልቅ ግምገማ ያካሂዳል።ይህ ግምገማ ግልጽ በሆነ ሂደት የሚመራ ነው።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
የፍልሰተኛ ሰራተኞች ልዩ ተጋላጭነቶች በኤጀንሲው ሰራተኞች የሚፈተሱና ወደ ቅጥር በሚመደቡበት ጊዜም ግምት ውስጥ የሚገቡ ናቸው።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው የኢትዮጵያ ፍልሰተኛ ሰራተኞች መብት፣ ክብርና ደህንነትን ለማስከበር የሚያስችሉ ጠንካራ ውሎችን ለማርቀቅና ሁሉም የሚመለከታቸው አባላት (ሚኒስቴሩ፣ ሰራተኞች፣ ኤጀንሲው፣ አሰሪው) በሚገባ ተረድተው መፈረማቸውን ለማረጋገጥ የሚያስችል ተገቢ ሂደት አለው።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው ከፍልሰተኛ ሰራተኞች ጋር የሚገናኝባቸው ጠንካራ የመገናኛ ዘዴዎች አሉት። ምንም ዓይነት ሊከሰቱ የሚችሉ የጥበቃ ስጋቶች እንደማይኖሩ ለማረጋገጥ በመደበኛ ሁኔታ ያነጋግራቸዋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው የፍልሰተኛ ሰራተኞች መብት ጥሰት ቢከሰት ግልጽ የሆነ የክትትል ሂደቶች አሉት ለምሳሌ የሪፈራልና የመደበኛ ክትትል ዘዴዎች	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም

► አስተያየቶች

► 4 | ተጠያቂነት

አመልካች 1 → ኤጀንሲው ሁሉንም ምልመላዎች በቅርበት ይከታተላል፤ እንዲሁም የፍትሃዊ ምልመላ መስፈርቶችን የጠበቀ መሆኑን ያረጋግጣል፤ ዝቅተኛ ወይም አደጋ ላይ በሚሆንበት ጊዜም እርምጃ ይወስዳል።

ኤጀንሲው በልዩ እርምጃዎች እዲሁም/ወይም ካሉት ስርዓቶች ጋር በማካተት ለጥራት ማረጋገጫ፣ አደጋ መቆጣጠር፣ አዲት፣ ለቁጥጥርና ዳሰሳ የሚሆኑ ፍትሃዊ የምልመላ ፖሊሲዎች መከበራቸውን መቆጣጠር ዘዴዎች አሉ።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ፍትሃዊ የምልመላ መስፈርቶችን ከመጠበቅ ጋር ተያያዥነት ያላቸው ጉዳዮችን ሂደት ለመቆጣጠርና ማንኛውንም አይነት ችግር ሲኖር ሃላፊነት ላይ ላሉ ሰራተኞች መደበኛ የሆነ የማመልከቻ ዘዴ አለ።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
የኢፍትሃዊ ምልመላ ውንጀሎች በጥልቀት ይመረመራሉ፤ እንዲሁም ሰራተኞች አላስፈላጊ ባህሪዎችን በሚያሳዩ ጊዜ ተጠያቂ ይሆናሉ።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ፖሊሲዎችና ሂደቶች በመደበኛ ሁኔታ ይገመገማሉ በተጨማሪም ቢያንስ በየአመቱም መደበኛ ግምገማ ይደረግባቸዋል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
የምልመላ መረጃዎች ኤጀንሲ ይይዛል። ከሰራተኞችና ክህሎት ሚኒስቴር፣ ከአለም አቀፍ የስራ ድርጅት ወይም ከውጪ ሃገር የስራ ስምሪት ኤጀንሲዎች ፌዴሬሽን ጥያቄ በሚቀርብበትም ጊዜ መረጃዎች ይሰጣሉ።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም

► አስተያየቶች

► 4 | ተጠያቂነት

አመልካች 2 → ኤጀንሲው የውጭ ሀገር ሥራ ስምሪት ላይ የተሰማሩ ሰራተኞች መብትና አደጋዎችን በቅርበት ይከታተላል እንዲሁም መብቶቻቸው በሚጣሱበት ጊዜ ተገቢ እርምጃዎችን ይወስዳል።

ኤጀንሲው ችግሮች ከተከሰቱ ለተመደበው አካል የማመልከት ሂደትን ጨምሮ ፍልሰተኛ ሰራተኞች ከመሄዳቸው በፊት በመዳረሻ ሃገራት ሊያጋጥማቸው ስለሚችሉ ችግሮችና የተዘጋጁ ተዛማጅ የመፍትሄ እቅዶች ላይ ግልጽ ዝርዝሮችን ያቀርባል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው የሚያጋጥሙ ስጋቶችን የሚያስተናገዱና የስርአቶችን መከበር የሚያዩ ሰራተኞችን በመመደብ የሰራተኞች መብትን የመጠበቅ ሃላፊነቱን በግልጽ ያስቀምጣል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው በመዳረሻ ሃገራት ያሉ አጋሮች ሰብአዊና የፍልሰተኛ ሰራተኛ መብቶችን በትክክል መከታተላቸውን ያረጋግጣል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው በመብት ጥሰቶች ላይ የተደረጉ ውንጀላዎችን ይመረምራል። እንዲሁም በሁሉም ቅሬታዎች፤ ምርመራዎችና የተረጋገጡ የመብት ጥሰት ክስተቶች ላይ ትክክለኛ የሆነ መዝገብ ይይዛል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም
ኤጀንሲው ፍልሰተኛ ሰራተኞች በቅጥር ጊዜያቸው ወቅት መብቶቻቸው መጠበቁን ለመከታተል የሚያስችል የክትትል ስርአት ዘርግቷል። ይህ ስርአት በሁሉም የኤጀንሲ ፖሊሲዎች ላይ ቀጣይነት ያላቸው ማሻሻያዎች እንዲደረጉ ያመለክታል።	ተዘጋጅቷል በመዘጋጀት ላይ አልተዘጋጀም

► አስተያየቶች

Next steps

The completion of the self-assessment tool by all staff members should be followed by the steps listed below to ensure that any necessary measures are taken. It is the responsibility of the agency management to implement each of these three steps, while the Federation should encourage the use of the self-assessment toolkit, provide agencies with an analysis of the capacity-building needs expressed and use this information to plan capacity-building activities.

Internal assessment

After all staff have independently completed the self-assessment tool, the agency management should schedule a meeting of all staff to discuss the results, identify gaps and introduce measures to address them. The meeting should be conducted in a spirit of mutual trust and cooperation, to ensure that comments are sincere and effectively reflect the situation of the agency. The agency should define actions to deal with the gaps that have been identified, with a focal person and deadline assigned for each.

Output: A detailed report, inclusive of a summary of the main gaps identified and actions to address them. The table below can be used to list the areas which require improvement:

Key gap	Action to be taken	Focal person	Deadline

Communication of capacity-building needs to the Federation

Following the internal assessment, all agencies are encouraged to formulate capacity-building needs and to share them with the Federation. This will allow the Federation to get an overview of the needs of the agency and will be used to inform a capacity-building schedule inclusive of training sessions tailored to the needs expressed. After receiving feedback from a significant number of agencies, the Federation should analyse this information and provide agencies with a summary of the most pressing capacity-building needs, together with planned actions to support agencies in addressing them.

Output: An analysis of capacity-building needs and proposed capacity-building activities to help agencies address them

Monitoring

Agencies should monitor the progress made by a holding a follow-up discussion with their staff six months after completion of the self-assessment. A meeting should be organized to go through the list drawn up during the initial all-staff meeting and to discuss achievements and persisting challenges in each area.

Output: An updated version of the list of gaps and actions to be taken

Resources:

ILO, Fair Recruitment Standards. Read [here](#)

Non- binding principles intended to inform the current and future work of the ILO and other organizations, national legislatures and the social partners on promoting and ensuring fair recruitment

Establishing Fair Recruitment Practices: An ILO Toolkit. Read [here](#)

This toolkit has been designed by the International Training Centre of the ILO to provide information on key issues relating to fair recruitment.

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