

Annex 2 – Scope of Work for the Hand-in-Hand (HiH) Project

The following division of responsibilities outlines the expected roles of the German-Philippine Chamber of Commerce and Industry (AHK) and the Partner Recruitment Agency in the implementation of the Hand-in-Hand Project in the Philippines. These roles and responsibilities serve as guiding principles and will be further refined in the formal contract with the selected recruitment agency after the bidding process.

I. The German-Philippine Chamber of Commerce and Industry (AHK)

As the official coordinator of the HiH Project in the Philippines, AHK will focus on project oversight, awareness campaigns, stakeholder management, and capacity-building efforts. AHK will not engage in recruitment activities but will facilitate collaboration between key stakeholders.

1. Project Coordination and Oversight

- Lead the strategic planning and implementation of the HiH Project in the Philippines.
- Act as the liaison between Philippine institutions (DMW, TESDA DOLE, etc), German partners, and the Federal Employment Agency (BA).
- Oversee the compliance of all project activities with relevant laws and regulations.
- Reserve the special right of determination to unilaterally terminate the contract with the recruitment agency if performance quality standards, compliance obligations, or ethical recruitment principles are not met.

2. Awareness Campaign and Candidate Outreach

- Develop and execute an awareness campaign to inform potential candidates, educational institutions, and industry stakeholders about opportunities in Germany.
- Organize information sessions and webinars in collaboration with universities, training centers, and industry groups.
- Create educational materials, including brochures, videos, and social media campaigns, to promote the program.

- Provide preliminary guidance on ethical recruitment, employment conditions, and migration pathways.

3. Pre-Migration Preparation and Training

- Organize the mandatory German language course for participants, ensuring quality standards are met.
- Monitor participant progress in language learning and report on completion rates.
- Implement pre-integration orientation sessions and relevant workshops (with guidance from DIHK and BA).
- Provide guidance on professional recognition and accreditation for Philippine qualifications in Germany.

4. Post-Arrival Integration Support

- Establish integration management support in collaboration with German partners.
- Provide follow-up assistance to Filipino professionals after arrival in Germany, ensuring smooth adaptation.

5. Public Relations and Project Promotion

- Conduct media outreach to highlight success stories and project milestones.
- Maintain a project website and social media channels to provide real-time updates.
- Collaborate with German and Philippine government representatives to ensure continued program support.

II. The Recruitment Agency

The partner recruitment agency will be responsible for all recruitment-related activities, ensuring that the process meets the highest ethical and operational standards.

1. Recruitment and Candidate Selection

- Implement structured recruitment campaigns for targeted occupations.
- Conduct extensive candidate outreach via digital job portals, professional networks, and community engagements.

- Perform competency-based assessments and technical screening to verify qualifications and job fit, in collaboration with BA and DIHK Service GmbH, coordinated by AHK.
- Ensure that all recruited professionals meet language, technical, and certification requirements for German employment.

2. Candidate Support for Pre-Departure and Visa Processing

- Assist applicants with the visa application process, ensuring compliance with German labor and migration regulations.
- Coordinate with medical facilities for health screenings and certification compliance.
- Provide pre-departure orientation sessions.

3. Employer Accreditation with the Department of Migrant Workers (DMW)

- Support German employers in the accreditation process with the DMW in coordination with BA, monitored by AHK.
- Ensure compliance with all legal and documentary requirements for hiring Filipino workers.

4. Reporting and Compliance

- Provide regular progress reports to AHK on recruitment metrics, placement status, and compliance issues.
- Maintain a transparent and auditable system for tracking all recruitment activities.
- Ensure strict adherence to ethical recruitment practices, prohibiting unauthorized fees and exploitation.

5. Post-Placement Monitoring

- Track the status of recruited professionals throughout their employment period in Germany until the end of their initial contract.