



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title: **International Consultant**  
Duty Station: **Tirana, Albania**

Classification: **Consultant**  
Type of Appointment: **Consultancy Contract, (13 working days)**  
Estimated Start date: **16 September 2019**  
Estimated End date: **30 January 2020**

Reference Code: **CON 2019/05**  
Closing Date: **27.08.2019**

*Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

**Context:**

Albanian Diaspora is becoming increasingly important for the development of Albania. Albania's economy has benefitted significantly from remittance inflows, yet, there is a need to support new ways of promoting diaspora engagement to retain and enhance their connection to Albania and contribute to the country's economic and social growth.

The three-year programme "Engage the Albanian Diaspora to the Social and Economic Development of Albania" – hereinafter the Programme, funded by the Italian Agency for Development Cooperation (AICS), identified and agreed with the Albanian Government to support the Government of Albania (GoA) to enhance the engagement of the Albanian diaspora in the development of the country, with a specific focus on engagement of diaspora communities in Italy, through targeted actions following the areas of strategic relevance identified by the GoA. The Programme will be implemented by IOM Albania in cooperation with the State Minister for Diaspora (SMD), the Ministry for Europe and Foreign Affairs (MEFA), the Ministry of Finances and Economy (MFE) and other line ministries as relevant, and in close coordination with the Italian Embassy in Tirana and the Italian Agency for Development Cooperation.

The proposed Programme activities and outputs are organized around the following three main outcomes:

*Outcome 1 – GoA implements a comprehensive approach toward diaspora engagement for development in line with the overall policy framework.*

The core activities, under this Outcome, are intended to support the Government of Albania in engaging with the diaspora, through improving institutional capacities and

leadership, fostering dialogue and trust building between diaspora and public institutions and facilitating channelling of the diaspora capital to Albania.

*Outcome 2 - GoA facilitates the engagement of diaspora into institutional strengthening and territorial development through skills and know-how transfer.*

The most important activities under this outcome are: (i) mapping and profiling of diaspora in Italy as well as in France and Belgium; (ii) designing and implementing a Fellowship scheme that mobilizes highly skilled diaspora professionals, especially in Italy, for the development of Albania.

*Outcome 3 - GoA facilitates the engagement of diaspora into local development through investment.*

The cornerstone output under Outcome 3 is to design and implement the ConnectAlbania investment boosting platform.

ConnectAlbania, takes stock of existing and internationally recognized connect platforms and funds among which Connect Ireland is one of the most successful. The “Connect” idea is based on the central role of development agents, in our case diaspora and communities in Italy, in putting in contact, accompanying and following-up a foreign direct investment from Italy to Albania. Development agents are most likely Albanian entrepreneurs in Italy and/or Albanian employees in expanding Italian enterprises. The Connect mechanism rewards the development agents with a bonus in case they have contributed to the establishment of a successful business based on criteria that are being defined.

### ***Overall Objective of Assignment:***

This engagement will contribute to the successful implementation of the IOM programme “Engage the Albanian Diaspora to the Social and Economic Development of Albania” through supporting the Albanian School of Public Administration (ASPA) for the a) development of a Training of Trainers (ToT) detailed curriculum on fund raising techniques for Albanian Public Administration officials; b) delivery of the ToT to public officials from the relevant institutions working with Diaspora; c) donor mapping and compilation of a list of eligible calls, to enable the trained officials developing project proposals during the on-job training.

### ***Core Functions / Responsibilities:***

Under the overall supervision of the IOM Head of Office in Albania, the direct supervision and guidance of the IOM Programme Manager and the coordination of Capacity Building and Fellowship Coordinator, in close cooperation with the Albanian School of Public Administration, the successful candidate will be responsible for supporting ASPA for the development of a ToT curriculum on fund raising techniques for Albanian Public Administration officials. The curriculum and the related materials will include a trainer and trainee manuals which will ensure gender sensitivity and compliance with ethics and anti-corruption rules. The curriculum will be developed based on the identification of needs of ASPA and the Albanian institutions and will be tailored to the local context. The curriculum should be developed taking into consideration existing curricula in place for fund raising, if any.

More specifically the successful candidate will work in a team with one local consultant, and in close cooperation with IOM. He/she will be responsible for:

- Elaborating, with the support of the local consultant, the methodology for the development of the curriculum, taking into consideration existing curricula, documentation and materials; the methodology shall include an outline of contents of the proposed ToT Curriculum on fund raising techniques;

- Conducting, with the support of the local consultant and IOM, interviews/consultations with relevant officials from the target institutions;
- Adapting and updating the outline following the feedback from the officials, with the support of the local consultant, and prepare a first draft of the curriculum, which will include general analysis, desk review, identification of theoretical and practical parts of the curriculum;
- Making recommendations about how to best deliver the curriculum, including recommendations about the most effective training strategies, methodologies and tools;
- Supporting IOM Albania in organizing a validation meeting to present the Draft ToT Curriculum to be attended by representatives of IOM, target institutions and ASPA;
- Facilitating the validation meeting with representatives of IOM, target institutions and ASPA;
- Incorporating, with the support of the local consultant, eventual feedback from the validation meeting to the draft ToT curriculum;
- Finalizing and submitting on time the final version of the ToT Curriculum on fund raising techniques adapted to the training needs including training material;
- Delivering the ToT to nominated staff members of ASPA, SMD, National Agency of Diaspora and Albanian Development Fund for Diaspora;
- Conducting a donor mapping and compiling a list of eligible calls, as well as relevant guidance, to enable the trained officials developing project proposals during the on-job training.

### **Deliverables / Reporting**

The consultant will report directly to the IOM Programme Manager as per below deliverables:

- A methodology and an outline of the ToT curriculum contents, including the interview/consultation questionnaire for stakeholders from institutions to be submitted to IOM;
- The methodology, outline and questionnaire reflecting the IOM & ASPA inputs to be submitted to IOM;
- Conduct interviews and meetings with stakeholders;
- Draft of the ToT curriculum and training material;
- Revised Draft of the ToT curriculum and training material, incorporating IOM & ASPA inputs;
- Agenda and rationale of the validation meetings;
- A field visit to Tirana to present the ToT curriculum to the validation meetings;
- Final version of ToT curriculum on fund raising incorporating IOM & ASPA comments and feedback from the validation meeting;
- Deliver the ToT;
- Donor mapping and list of eligible calls and related guidance;
- Revised donor mapping and list of eligible calls and related guidance, incorporating IOM & ASPA inputs, if any.

All reports will be submitted in English language and will be assessed and approved by IOM.

## ***Required Qualifications and Experience***

### **Education**

Completed Master's Degree from an accredited academic institution preferably in Finance and Economy, Law, Public Administration, Political or Social Sciences, International Affairs or related fields.

At least 7 years of experience working on Public Administration or Academic Institutions, on Good Governance issues and/or Public Policies. Demonstrated knowledge of and experience in fund raising and in developing training program curricula in fund raising. Have extensive experience in providing training to public officials.

### **Experience and skills**

- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities;
- Excellent organizational and analytical skills with attention to detail;
- Excellent communication and interpersonal skills;
- Ability to establish and maintain effective working relations with people of different national, cultural and professional backgrounds as well as different gender, while maintaining impartiality and objectivity;
- Proven relevant experience in designing training materials and in providing training to public officials, preferable in the same matter;
- Excellent computer skills;
- Knowledge of the Albanian context regarding donors and/or previous experience in Albania;
- Ability to work with minimal supervision and under pressure;
- Ability to travel to Albania on flexible dates starting from September 2019.

### **Languages**

Fluency in English and Albanian is required.

## ***Required Competencies***

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies** – behavioral indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

***Other:***

Appointment will be subject to certification that the candidate is medically fit for appointment.

A prerequisite of being short listed is to be a member of the Albanian Diaspora.

***How to apply:***

Interested candidates should submit CV and a cover letter indicating the **Reference Code** to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int).

No late applications will be accepted.

Only shortlisted candidates will be contacted.