



International Organization for Migration (IOM)
The UN Migration Agency

Position Title:	Local consultant to conduct the baseline assessment of the legal and institutional framework for labour migration in Albania, identifying needs and define project interventions.
Duty Station:	Tirana, Albania
Classification:	Local Consultant
Type of Appointment:	Consultancy Contract
Estimated Start Date:	01 May 2024
Duration:	(20 working days within two months engagement)
Reference Code:	CON 2024/05
Closing Date:	21 April 2024

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. IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Context:

Albanian citizens are likely to continue to emigrate for employment, which will have a major impact on the country's development. Therefore, it is important to regulate the legal and institutional framework on emigration to inform and guide people towards regular migration. This will promote safe, orderly, and regular migration and ensure that all segments of society, regardless of gender or minority status, have equal access to opportunities and protection.

The objective of this project is to contribute to enhancing the institutional framework and capacities in local governance on regular migration of Albanian citizens, including for employment purposes, with a strong commitment to gender mainstreaming and the inclusion of minority populations, adopting 'whole of Government' and 'whole of society' approaches.

The project will assist central and local institutions in Albania develop, strengthen capacities and pilot the legal, administrative, and operational procedures for migration, including for employment purposes. This includes:

- Consolidating the regulatory framework by drafting new guidelines, and standard operating procedures (SOPs), and developing inter-agency cooperation protocols.
- Training and building the capacity of public officials at local level to effectively apply, with a particular focus on gender mainstreaming, test and pilot the improved framework.
- Creating and operationalizing a Local Network on Migration in connection with central institutions.

The project will provide clear and actionable mechanisms and tools to help public institutions at both central and local levels support Albanian citizens seeking employment opportunities abroad and those returning to Albania. It will also ensure gender mainstreaming and inclusion of minority groups, promoting inclusivity and diversity in the relevant practices.

The project will focus on strengthening local capacities, including the development of legal documents, guidelines, operating procedures, and cooperation modalities between local and central institutions. In summary, the project will help Albania develop a more effective and inclusive migration and employment system, with a focus on strengthening local capacities.

To ensure capitalization, stock-taking and transferability of best practices, the project will rely on the success story of the German Information Centre on Migration, Vocational Training and Career Services (Promoting fair labour migration, return and reintegration -DIMAK project), financed by GIZ in Albania. Recognizing the value of DIMAK's contribution, it is imperative to ensure the sustainability of their impact beyond their direct involvement. This can be achieved through a strategic and deliberate transfer of expertise.

Additionally, the project will foster the establishment of professional networks and inter-institutional coordination mechanisms at vertical and horizontal levels, bridging central and local institutions responsible for implementing the new National Strategy on Migration and Action Plan 2024-2030.

The Local Network on Migration will be composed of officials from 61 municipalities' Diaspora and Migration Structures, with the involvement of central-level institutions such as the Ministry of Interior (Moi), the Ministry of State for Local Governance (MoSLG)/Agency in Support of Self-Local Government (ASSLG), and the Ministry of Economy Culture and Innovation (MECI)/National Agency for Employment and Skills (NAES).

A baseline assessment will be carried out at the beginning of the project to define the legal and institutional framework for labour migration in Albania to identify and validate the needs and fine-tune project interventions, as relevant.

The project will engage a **local consultant** to conduct the baseline assessment.

The baseline assessment will take stock of the current legal and institutional frame, identifying each actor roles and responsibilities, and proposing development of legal documents, guidelines and operating procedures and cooperating modalities between institutions in local level (horizontal coordination) and with those in central level (vertical cooperation) as well as capacitating those institutions to operationalize the new streamlined procedures.

Following on the baseline assessment proposals, the project will provide support for the formulation of legal, administrative, and operational procedures applicable in central and local level institutions assigned with migration and employment aspects in Albania. This includes the consolidation of the regulatory framework, including drafting of the new legal documents, related regulations, implementing guidelines and SoPs, and the establishment of inter-agency cooperation protocols.

The nexus with the DIMAK project (GIZ Albania) will be particularly relevant with regards to scaling-up the DIMAK SOPs, in terms of information and orientation providing, for potential migrants in more municipalities (6 pilots).

The baseline assessment will serve the following purposes under the specific themes as below:

Legal and institutional framework, inter-institutional cooperation.

- To evaluate the baseline situation of labour migration in municipal level and inter institutional cooperation between the local and central level institutions and identify the gaps and needs to propose the most feasible approaches in line with the project objective.
- Take stock of the current legal and institutional frame on labour migration, identifying each actor's roles and responsibilities, resources and capacities, and main gaps, to inform the design of the new legal and institutional frameworks for regular emigration and to provide suggestions for reviewing the current legislation related to migration and labour migration governance.
- Provide suggestions for a coordination mechanism on both horizontal and vertical level.

Capacity building needs.

- To configure capacity building needs for local public authorities (training, SOPs, etc.) dealing with labour migration governance.

Stakeholder analysis and mapping of public authorities at a central and local level.

- Identify the status of creation and functionality of the Migration and Diaspora Structures in 61 municipalities of Albania, including the organizational structure, number of staff, the formality of the assignment, job description, procedures, services, capacities, needs (hard and soft) etc.
- Identify contact persons in Municipalities for inter-institutional cooperation, members of the Local Network on Migration (LNM) database with general data, position, education, experience, and orientation needs.
- Identify contact persons at MoSLG/ASLG, MECI/NAES central and local level, MoI/TSM to be part of the Local Network on Migration.

DIMAK services and pilot municipalities.

- Provide an overview of the DIMAK services following interviews with DIMAK staff to ensure the new legal and institutional frame will consider the DIMAK offered services and delivery practices.
- Assess/verify equipment's needs for migration and diaspora structures in 6 pilot municipalities.
- Assess the potential emigrants for employment purposes needs in 6 pilot municipalities by building up response services similar as DIMAK and institutionalizing them within local public institutions.
- Assess the needs of prospective migrants, for information and services and the legal, institutional frames, capacities, and roles, with specific attention to gender dynamics.
- Identify contact persons in 6 pilot Municipalities in political, administrative, and technical level for with general data, position, education, experience, and orientation needs.

Data collection methods such as Focus Group Discussions will be employed in a sample pilot Municipality (Municipality of Tirana) to establish a clear picture of the current scenario. Data will be disaggregated by sex and age, and where possible, also by vulnerabilities and minority groups.

Gender mainstreaming would be a central element throughout the baseline assessment, ensuring that the unique experiences and challenges faced by people of all genders in the context of migration are captured. This would involve identifying gender-specific vulnerabilities and assessing the role of gender norms and stereotypes.

This will be achieved through the engagement from IOM of **one local consultant**.

The engagement **of the local consultant** will take place for **20 working days during the period of two months**.

Overall Objective of Assignment:

The consultancy will contribute to the successful realization of the project "STRENGTHENING LOCAL INSTITUTIONAL CAPACITIES ON MIGRATION IN ALBANIA" implemented by IOM Albania, through the financial support of GIZ.

Core Functions / Responsibilities:

Under the overall supervision of the Head of Office and direct supervision of the IOM Program Coordinator, in close coordination with the Project Implementation Unit, **the local consultant will be responsible for the conduction including the design, implementation and reporting** of the baseline assessment of the legal and institutional framework for labour migration in Albania to identify needs and define project interventions.

More specifically the local consultant will:

- Develop and submit an **inception report** of the Baseline Assessment.
 - The inception report includes **the methodology** for conducting the assessment, **the assessment**

tools, the outline/structure of the assessment report, the work plan including the **specific deliverables, timeline and specific roles of the actors** involved related the assessment themes as described in the scope of work above. The Inception report and methodology will be reviewed and endorsed by IOM.

- Conduct the Baseline Assessment.
 - The baseline assessment will be conducted in line with the methodology and tools endorsed by IOM and **the first draft of the Baseline Assessment Report**, and the **respective annexes** will be reviewed and endorsed by IOM.
- Conclude **the final reviewed Baseline Assessment Report** and the **respective annexes** responding to IOM comments.

Required Qualifications and Experience:

Education

- Completed Master's degree in political science, legal studies, public administration, social sciences, economics or another relevant field from an accredited academic institution.
- PHD in the relevant field is advantageous.

Experience and skills

- At least 5 years of relevant professional experience.
- Recent experience in carrying out of similar assignments.
- Knowledge and extensive experience in the field of migration, diaspora and employment, research, local governance, public administration.
- Experience in institutional processes analysis, related policy documents, and situation assessment documents drafting, data collection, processing, analyze and reporting, presentations.
- Previous work experience in local government and institutional assessment in Albania is advantageous.
- Excellence in production of analytical work, both written reports and brief presentations of research.
- Ability to communicate with a wide range of stakeholders (public authorities, migrants, private sector, etc.)
- Proficiency in writing narrative reports and studies in English
- Effective communicator, both orally and written

Languages

Fluency in English and Albanian is required (oral and written).

Required Competencies:

Values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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.
- Courage: Demonstrate willingness to take a stand on issues of importance
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit the following (all in English language) indicating the Reference Code (**CON 2024/05**) with a subject line “**Local consultant to conduct baseline assessment for labour migration in Albania**” to: HumanResourcesTirana@iom.int

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous thematic expertise, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.
- List of previous, research publications, if any.

In order for an application to be considered valid, IOM only accepts applications duly completed.

No late applications will be accepted.

Only shortlisted candidates will be contacted.