



International Organization for Migration (IOM)
The UN Migration Agency

Position Title: **Local Consultant (2 Positions) on drafting of SOP's on the emigration for employment purposes and to carry on consultation workshops**
Duty Station: **Tirana, Albania**
Classification: **Local Consultant**
Type of Appointment: **Consultancy contract**
Estimated Start Date: **01 May 2024**
Duration: **(30 working days within four months engagement)**
Reference Code: **CON 2024/08**
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. The project will also facilitate an inclusive consultation process involving governmental and non-governmental stakeholders, from the initial drafting of the regulatory frame and implementation guidelines to the creation of SOPs.

Following the development and approval of the legal and guiding documents, the project will provide support for activities and tools that enhance the capabilities of central and local institution officials in their implementation. This will involve equipping them with the necessary knowledge and skills on the legal changes and operational procedures as well as the necessary equipment, ensuring they can fulfil their assigned roles and responsibilities effectively, especially with regard to the provision of efficient and timely services at local level in matters of emigration for employment.

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). The Local Network on Migration will serve as a professional public officials' network, to share information and experiences, provide input and serve as resource for migration and diaspora issues in local level. Members of the LNM will be the contact point for migration and diaspora issues in local level, within their institutions and in communication with LNM members.

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 undertaking a comprehensive approach to enhance regulatory frameworks, involving the formulation of new legal documents, regulations, implementing guidelines, and Standard Operating Procedures (SoPs). This initiative will also encompass fostering inter-agency cooperation through established protocols. Throughout this process, consultants engaged from the International Organization for Migration (IOM) will play a pivotal role, offering their expertise from the project's inception to the final approval of the SoPs, inclusive of organizing stakeholder consultations.

In collaboration with relevant government bodies, IOM consultant will assist in improving legal and institutional frameworks, including manuals, information guides, and operational procedures, while also facilitating capacity-building endeavours. Tailored guidance materials will be developed by IOM consultants to explain the new frameworks for specific target groups such as migrants, women, and minorities. Additionally, the project will extend guidance and support during meetings with local representatives to aid in the implementation of the National Strategy on Migration and Action Plan 2024-2030, expected to commence in May 2024.

This will be achieved through the engagement from IOM of **two local legal Consultants** that will work closely with an **international consultant**.

The engagement **of the two local consultants** will take place for **30 working days each during the period of**

four 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, and in close cooperation with the international consultant **the two local consultants will be responsible for:**

1. Consolidated Regulatory Framework:

- Support the development of Standard Operating Procedures (SOPs) for central and local level institutions.
- Support the conduct a gap analysis on the regulatory framework, on migration and employment aspects applicable in local level including relevant legislation, related regulations, implementing guidelines.

2. Stakeholder Consultation:

- Carry out stakeholder consultations throughout the process, in cooperation with IOM and the international consultants.

3. Final Approval of SOPs:

- Facilitation of the entire process from initiation until the final approval of the Standard Operating Procedures (SOPs) by relevant authorities.

4. Capacity-Building Support:

- Deliver capacity-building activities for government agencies involved in migration and employment.

5. Tailored Explanatory Guidance Materials:

- Prepare tailored explanatory guidance materials of the legal and institutional frameworks for specific target groups, including migrants, women, and minorities, in cooperation with the international consultant.

6. Documentation and Reporting:

- Preparation of comprehensive documentation and reports on the progress and outcomes of the assignment.

Required Qualifications and Experience:

Education:

- Completed an advanced degree from an accredited academic institution in legal studies and other related areas. Completed Third Cycle studies (Phd) would be an advantage

Experience and skills:

- At least 5 years of relevant professional experience.
- Proven experience in the conduct of similar assignments.
- Relevant experience related to migration governance and esp. labor migration would be an advantage.
- Relevant experience related to local governance would be an advantage.
- Experience in legal documents-drafting, institutional processes analysis, report writing, presentations.
- Experience in production of analytical work, both written reports and brief presentations of research
- Ability to communicate with a wide range of stakeholders (public authorities, local authorities, migrants, private sector, etc.)
- Relevant experiences in other countries would be an advantage

- Effective communicator, both orally and written
- Ability to maintain accuracy & confidentiality in performing responsibilities.
- Good communication skills in both written and oral form.
- Strong interpersonal & intercultural skills with an attention to detail.

Languages:

For all applicants, fluency in Albanian and English 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 – behavioural 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 2024/08**) with a subject line “**Local Consultant on drafting of SOP’s on the emigration**” 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.