



International Organization for Migration (IOM)
The UN Migration Agency

Position Title: **Local Consultant on gender mainstreaming for employment.**
Duty Station: **Tirana, Albania.**
Classification: **Local Consultant**
Type of Appointment: **Consultancy contract**
Estimated Start Date: **01 May 2024**
Duration: **30 working days within three months engagement**
Reference Code: **CON 2024/09**
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.

Gender mainstreaming would be a central element, 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.

Under this project a new operational gender-responsive framework on labour migration will be developed and made available at NAES both at central and local level. The operational framework will analyse in particular the skills of women returnees to Albania and the potential for their reintegration to the labour market. In addition, it will also include analyses of possibilities of part-time and remote work according to location and needs by sector, both for potential migrants and returnees.

NAES capacities will be strengthened to better respond to the needs of women returnees and support their reintegration process based on evidence.

This will be achieved through the engagement from IOM of a **local gender mainstreaming consultant**.

The engagement **of the local consultant** will take place for **30 working days during the period of three 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:**

1. Gender-Inclusive Framework development:

- Ensure the inclusion of gender considerations into secondary legislation, administrative guidelines, and operational procedures related to labour migration incorporating best practices and international standards.

2. Operational guideline Development:

- Provide support to National Authorities on Employment Services (NAES) at central and local levels in drafting an operational guideline for labour migration that integrates a gender-sensitive approach.

3. Review of Communication Strategy:

- Review the communication strategy and tools from a gender perspective, ensuring inclusivity and effectiveness in reaching migrant women.

4. Drafting Awareness Guidance:

- Develop a comprehensive awareness guidance document on gender mainstreaming and migration for public officials at central and local levels, incorporating best practices and international standards.

5. 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 in Gender Studies, Social Sciences, International Relations, International Development, Political Science, or any relevant field.
- . Completed Third Cycle studies (Phd) would be an advantage.

Experience and skills:

- At least 5 years of relevant professional experience in gender mainstreaming, gender equality, women's empowerment, and labour migration or relevant fields;
- Proven experience in conducting gender assessments, audits, or evaluations and promoting gender mainstreaming.
- Knowledge of gender mainstreaming in labour migration programming would be an advantage.
- Knowledge of gender mainstreaming in local government programming would be an advantage.
- Experience working with international organizations, international non-government organizations, or UN agencies would be an advantage.
- Knowledge of gender and migration issues in Albania and/or Western Balkans would be an advantage.
- Knowledge of gender and local government issues in Albania and/or Western Balkans would be an advantage.
- Experience in 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.)
- Effective communicator, both orally and written

- Ability to maintain accuracy & confidentiality in performing responsibilities.
- 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 2024/09 with a subject line “**Local Consultant on Gender Mainstreaming for employment**” to: HumanResourcesTirana@iom.int

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous thematic consultant use, 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.