



International Organization for Migration (IOM)

The UN Migration Agency

Position Title:	International Consultant—Course Program Developer and Trainer
Duty Station:	Home based with field visits to Baku /Azerbaijan
Classification	Consultant, Grade OTHE
Type of appointment:	Consultant, 4 months with the possibility of extension
Closing Date:	26 January 2018
Estimated start date:	As soon as possible

Nature of the Consultancy: To develop and conduct full-fledged course program on International Migration Law (IML) based on international and EU instruments to be delivered to the staff of State Migration Service of the Republic of Azerbaijan (SMS). The training course will be supplemented with Training of Trainers (ToT) Programme.

Background Information:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. With 169 member states, a further 8 states holding observer status and offices in over 100 countries, 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 part of the UN system as a related organization.

IOM presence in Azerbaijan dates back to 1996. IOM has been implementing a variety of projects in line with its mission to assist the Government of Azerbaijan in meeting the operational challenges of migration, advance understanding of migration issues, encourage social and economic development, and uphold the human dignity and well-being of migrants.

On 1st September 2014 IOM started the implementation of the project “Consolidation of Migration and Border Management Capacities in Azerbaijan (CMBA)” funded by the European Union, co-funded by British Petroleum and co venturers, the U.S. Department of State- Bureau of Population, Refugees, and Migration (PRM) and SMS. The aim of this project is to enhance the capacities of Azerbaijani authorities in the area of migration and border management in line with EU-Azerbaijan cooperation frameworks, in particular the Visa Facilitation and Readmission Agreements. The project will support the SMS in strengthening the capacity of its Training Centre, which in its turn would be able to offer a full-fledged education programme on migration management for its staff.

SMS established on March 19, 2007 in recognition of the importance of a special state authority implementing unified state policy in the migration sphere. In the framework of “one-stop-shop” principle the service carries out issuance of permits for temporary and permanent residence in the Republic of Azerbaijan and relevant cards to the foreigners and stateless persons, registration, extending temporary staying period of the foreigners and stateless persons arriving in the Republic of Azerbaijan, issuance of work permits for engaging in paid labour activity, determines refugee status, responsible for return as well as participates in citizenship issues.

Mission in Azerbaijan:

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Objective: The overall objective of this assignment is to support SMS in strengthening the capacity of its Training Centre, to offer a full-fledged education programme for SMS staff and other institutions if/when required.

Target: The international expert will design and develop the Course program (Curriculum and training materials) on IML and deliver one 4 days' Training of Trainers for the selected audiences.

IOM Projects which the Consultancy is contributing to: "Consolidation of Migration and Border Management Capacities in Azerbaijan (CMBA)"/"Supporting the establishment of Effective Migration Management in Azerbaijan (SEMMA)"

Task to be performed under contract:

- a) Consult with IOM, SMS and relevant government agencies to develop curricula and training materials. The consultant will ensure that training materials are developed to address the needs of the SMS on building their knowledge and skills on IML.
- b) Develop: 1) Curricula and training materials (texts of the modules, case studies, presentations, quizzes, check list, etc.) on IML, 2) deliver 4-day training of trainers for SMS and national institutions based on the developed curricula.
- c) The curricula shall include the following modules at a minimum: (i) Overview of International and European Migration Law; (ii) Human Rights Law; (iii) European Human Rights Law (iv) Human Rights of migrants; (v) Humanitarian Law (vi) Refugee Law; (vii) Authority and responsibility of States: Admission, stay, nationality, non-custodial measures and immigration detention, expulsion (viii) International labour law and rights of migrant workers; (ix) Criminal Law; Smuggling of Migrants and trafficking in human beings; (x) International cooperation on migration.
- d) Undertake duty travel as necessary to complete the above-mentioned tasks.
- e) Training materials will be developed either in English or Azerbaijani language.

Tangible and measurable output of the work assignment

- Developed and finalized user friendly curricula and training materials on IML for the State Migration Service in line with the international and European standards;
- Delivered 4 days' Training of Trainers in Baku for the SMS and relevant institutions in accordance with the developed curriculum;
- Consulted with SMS, IOM and relevant partners to discuss and identify the needs and priorities of the SMS in relation to the development of the Course Program;

Realistic delivery dates and details as to how the work must be delivered

Implementation period: 1 February 2018 – 31 May 2018

Action	Time Period (to be completed)	Outcome/Deliverable
Hold meetings with IOM unit, authorities and other partners in order to identify needs of the stakeholders	by 01 March 2018	Obtain needs and priorities. Collection of data, literature, training materials, cases, studies,
Prepare first draft curriculum and training materials framework & send to IOM and stakeholders for	by 01 April 2018	Completion of draft version of materials
Final version of the training materials & curriculum	by 30 April 2018	Delivery of the completed version
Conduct training of trainers based on developed IML curriculum	by 31 May 2018	Conducting training of trainers session for SMS and national institutions

Performance indicators for evaluation of results:

- Quality and timely completion of the training materials, curriculum;
- Successful conduct of training of trainers sessions for SMS and national institutions;
- Balance of theory and practical information in developing curricula and delivering training;
- Tools used for a user friendly curriculum and training materials;
- Feedback from the IOM Project Management Team and Thematic Specialist;
- Compliance with IOM House style Guidelines
- Compliance with IOM Data Protection Principles

Qualifications and experience

The international consultant expert is expected to have the following competencies and personal qualities:

- Advanced university degree (Master's degree or equivalent) from an accredited academic institution on law, international relations;
- At least seven years relevant professional experience including extensive knowledge in developing training of trainers program including the combination of both analytical and practical activities;
- Experience in conducting capacity building trainings on IML;
- Ability and experience in liaising with government authorities as well as with international Institutions;
- Effective training skills and ability to work with and attract the audience.
- Strong analytical, writing, presentation and interpersonal skills.

Functional competencies

- Demonstrate strong oral and written communication skills;
- Respond positively to feedback and differing points of view;
- Demonstrate / safeguard ethics and integrity;
- Focus on result of tasks performed;
- Demonstrate outstanding time-management and inter-personal skills;
- Facilitate and encourage open communication.

Languages

Fluency in English is required. Working knowledge of Azerbaijani, Russian or Turkish is an advantage.

Submission of application/expression of interest

Interested candidates are invited to submit their CVs indicating their past experiences in similar projects and lowest financial proposal via PRISM, IOM e-Recruitment system, by 26 January 2018.

For the submission of application, please refer to:

https://recruit.iom.int/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbnN0X2d1aWQ9MDA1MDU2ODUxQzdDMUVEN0JFQjg5REZzQ0Y0REzOTcmY2FuZl90eXBIPUVYVA%3d%3d&sap-wd-configid=ZHRRCF_A_POSTING_APPLY&sap-client=100&sap-language=EN