International Organization for Migration (IOM)

The UN Migration Agency

Position Title	:	**Consultant in charge of review of Government of Armenia practices of inter-agency data sharing mechanisms related to migration**
Duty Station	:	**Home based and with Travel to Armenia**
Classification	:	**Consultancy**
Type of Appointment	:	**4 months**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**10 May, 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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:

Background of the activity

The IOM Mission in Armenia recently launched the implementation of the project "Strengthening Migration Management Capacities in Support of Government Reform Agenda in Line with CEPA". This two-year project is co-funded by the European Union (EU) and aims to enhance migration governance in Armenia to foster well-managed and secure cross-border mobility and in line with the Government's Programme for 2021-2026 to continue strengthening of migration and asylum systems in Armenia.

One of the key components of the project is the technical review of migration information management systems, with a focus on migration data collection, sharing and use for policy development and implementation.

Currently, the various state actors involved in migration management use different systems and databases for collection and management of migration-related data. The lack of compatibility and coherence impedes effective data sharing and analysis to inform policy and practice. Hence, the project plans to conduct a technical review of migration data management to assess the situation with regard to linking the various databases and systems (population registry, visas, work permits, border management information system, readmission case management system, etc.). Particular focus will be placed on improved use and inter-connectivity of the Border Management Information System as well as improved foreign residents' data capturing. It is envisaged that expert assessment will provide concrete and actionable recommendations on the necessary steps to be implemented to contribute towards improved data collection, management, sharing and protection and harmonized data flows.

General Objectives of the Assessment

The assessment will look at current systems employed by the Government of Armenia (GoA) migration related agencies to assess possible improvements for data sharing mechanisms. Moreover, the study will also address the practical problems, which would enable compatible software and databases to work efficiently and be accepted by all related agencies.

The final report will include recommendations for the leading Migration Management Information agencies in Armenia, building upon existing technical and operational level, addressing gaps as well as capacity gaps.   The study will propose recommendations for the way forward and include, where appropriate, recommendations for systems and databases merges or restructuring to improve the data sharing amongst involved agencies and further analysis. Furthermore, where appropriate, this review will provide guidelines for the implementation of subsequent steps that take forward the recommendations offered, to ensure continued progress in the data collection, analysis and sharing capacity of Armenia.

Specific objectives of the Assessment

The research will assess current information collection, analysis and sharing systems in Armenia and analyse gaps between international/European standards and agency cooperation, information sharing, and technological capacities in Armenia.

More specifically, the assessment will aim:
- to review current set up in migration information/ data capturing, processing, generation, data sharing by the main government agencies and to prepare and give very concrete recommendations on the required modernization;
- to review and evaluate the methods applied by the Government of Armenia in generating statistics ;
- to evaluate different platforms and databases, and how those could be connected in order to allow the other non-owner agencies to have access to relevant information for the data verification
- based on connection possibility and options, to propose at least two (2) architectural solutions to interconnect and share relevant data while maintaining high levels of data protection and data security;
- to assess the efficiency of existing technical and operational applications;
- to assess the inter-operability of intra-agency cooperation between the centre, regional and local cross-border points and with the Armenian consulates abroad;
- to assess the interoperability and interconnectivity (inter-agency cooperation) of databases: population registry, visas, work permits, border management information system, readmission case management system, etc.;
- to study the practical problems which deter good software to work efficiently in Armenia, if any;
- to identify whether additional problems (lack of resources,/skills etc.) prevent the existing technical and operational application of leading migration management information sources, systems and government agencies from effective migration management with concrete recommendations on equipment to be bought and training to be done.

Developed report must include concrete actionable recommendations with the brief description of the implementation modality.

Expected breakdown of final report

The final report should be split into distinct sections, with headings specifying content, composed of complimentary and inter-linking chapters, reflecting an organizational framework that is coherent and easily readable. Heading should include:

- executive summary (highlighting key results and policy implications),
- introduction,
- clear outline of methodology applied,
- analysis results
- recommendations for future programmes based on research results,
- Terms of Reference for future programs, specifying equipment needs,
- conclusions,
- annotated bibliography,
- annexes (diary of research, questionnaire design, full list of contacts, other important information and references)

Core Functions / Responsibilities:

Under the overall supervision of the Head of Office and the direct supervision of the Programme Manager, the successful candidate will undertake the following tasks and provide the following deliverables:

I. Inception Phase: Development of methodology, desk review and development of questionnaire

During the first phase of the assignment, the consultant will proceed with the identification of the current technical and operational realities of the leading migration management information sources, systems and agencies in Armenia. This will be done through a comprehensive desk review of existing documentation, as well as through online consultations with IOM Armenia and relevant stakeholders.

During this preparatory phase, the consultant will also develop the methodology of the assessment including, if relevant, a draft questionnaire exploring data-sharing experiences in Armenia.

The expected deliverable of the inception phase is an inception report including: A) Short presentation of initial findings of the desk review B) Presentation of a detailed research methodology, C) Questionnaire(s) to be used during the Mission to Armenia, D) Calendar of the research mission to Armenia.

Timeline of Phase one: 5 weeks
- Week 0-3: Literature review, initial consultation with IOM and relevant stakeholders, and inception report drafting
- Week 4: Inception report drafting and Questionnaire design
- Week 5: Finalization of inception report and submission to IOM Armenia

II. Data collection Phase, including Mission to Armenia

In the second phase of the activity, the consultant will prepare and carry out the data collection. In collaboration with IOM project team, the consultant will have preparatory online

meetings with relevant stakeholders to pave the ground for data collection. This may include the submission of the questionnaires previously developed by the consultant.

Subsequently, the researcher will travel to Armenia to meet with governmental officials and experts from different services, including but not limited to:
- Migration Service,
- Police (Visa and Passport Department, Division of Combating Illegal Migration, Division on Combating Trafficking in Humans)
- National Security Service, including Border Guards Troops,
- Ministry of Justice (including Unified Office for Public Services, Civil Status Acts Registration Agency, State Register of Legal Entities, etc.)
- Ministry of Foreign Affairs (Consular Department and its Migration Desk, Legal Department, etc.)
- Statistical Committee of the Republic of Armenia (ArmStat)
- IOM and UNHCR
- EU Delegation

IOM will arrange the Researcher's interview requests. This could include working sessions with technical officers in charge of the use/ development/ maintenance of the software and databases of the abovementioned governmental agencies.

The result of the visit will be to share the initial findings and gather appropriate information to assess current efficiency, interoperability, and technical and operational needs of the leading migration management information sources, systems and agencies in Armenia.

This visit consisting will address issues that need further attention and examination, such as:

- the national perspective on data-sharing mechanisms by the review and their views on the priority areas under it,
- challenges in the efficiency, interoperability, and current technical and operational needs of the leading migration management information sources, systems and agencies in Armenia;
- possible measures to design to address the challenges and improve overall migration management;
- concerns about equipment to be bought, trainings to be done, etc. and realistic options and timeframes for progressive future action.

Timeline of Phase two: 4 weeks
- Week 6 and 7: Finalization of Questionnaire and submission to stakeholders
- Week 7 and 8: Mission to Armenia

III.   **Data analysis phase: Analysis of questionnaires, preparation of the draft report summarising findings and recommendations, and final online meetings with Armenian officials and experts to address remaining questions.**

Phase Three entails in-depth analysis of questionnaires and other materials collected during the IOM Mission in Armenia by the Researcher. The analysis will result in the preparation of a report describing findings and a set of corrective actions to be executed by the GoA to bring its institutional standards related to migration policy and data sharing in line with the European and international standards.

Timeline of Phase Three: 4 weeks

- Week 9, 10, and 11: Analyse questionnaire data and write draft report;
- Week 12: Finalization of report and submission to IOM.

IV.   Finalization and Presentation of the Assessment

After receiving the draft report, IOM staff will review and provide comments to the documents. In this phase, IOM staff and the consultant may also request additional inputs and feedbacks from relevant governmental counterparts.

Relevant feedbacks received from IOM and governmental counterparts will be taken into account and integrated into the final report by the consultant.

After finalization, the consultant will organize a short online presentation of the report for IOM and other relevant stakeholders.

Timeline of Phase Four: 4 weeks
- Week 13 and 14 and 15: Reception of inputs from IOM and other stakeholders and integration of relevant comments into the report
- Week 16: Finalization of the report and online presentation of key findings

V.   Roles and responsibilities

PHASE	IOM	Researcher
Phase 1	Share relevant documents with consultant	Desk review of documents shared by IOM. Conducts additional research
		Develop methodology and questionnaires
Phase 2	Approve final questionnaire	Amend questionnaire and send final to IOM
	Collaborate on distribution list for questionnaires and finalise	Collaborate on distribution list for questionnaires and finalise
	Support organization of online consultations with stakeholders	Carry out preparatory consultations with relevant stakeholders
	Support organization of Mission to Armenia	Carry out Mission to Armenia
Phase 3		Analyse questionnaires
		Drafting and delivery of first report
Phase 4	Review final report	Submit final report
	Provide inputs to the report	Finalize the report
		Present final report

Required Qualifications and Experience

Education

- Post-graduate/university degree, preferably in law, with a specialization in migration, information systems building, statistics or equivalent training.

Experience

- At least 5 years of proven experience preferably in the area of migration management, collection and analysis of migration data, information systems building;
- Previous experience covering the areas of migration management, diaspora, humanitarian law, human rights, protection, and similar;
- Previous experience, as expert or independent researcher, in preparation and implementation of multi-stakeholders' analyses, drafting of strategic or policy documents, national action plans, standard operating procedures or similar;
- Experience in working with public administration, academia, local authorities, and institutions/organizations working on migration management issues or other related issues at national and/or local level;
- Previous experience developing reports for governments, will be considered as an advantage;
- Experience in working with international organizations and UN agencies, will be considered as an advantage.
- Ability to establish and maintain effective and constructive working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.

Languages

Fluency in English is required. Knowledge of Armenian or Russian is a distinctive advantage.

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.

Core Competencies – behavioural indicators
- 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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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 their CV-s, cover letters and relevant publication(s) to HRIOMArmenia@iom.int with subject line "Consultant for inter-agency data sharing mechanisms related to migration" by May 10, 2022 at the latest.

Only shortlisted candidates will be contacted.

Posting period:

From 14.04.2022 to 10.05.2022