



International Organization for Migration (IOM)  
The UN Migration Agency

### **SVN Local Consultant CC-2023-03**

Position Title : **Local consultant in charge of designing the modules on national legislation on foreigners and citizenship of the induction curriculum for the personnel of Migration and Citizenship Service**

Duty Station : **Yerevan, Armenia**

Classification : **Consultancy**

Type of Appointment : **Consultancy, 45 working days**

Estimated Start Date : **As soon as possible**

Closing Date : **27 January, 2023**

*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.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy.

#### **Context:**

##### **Background of the activity**

The IOM Mission in Armenia is implementing 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.

On December 16, 2022 The Armenian Parliament passed the legislative initiative submitted by the government on establishing a Ministry of Internal Affairs. This reform will lead to the creation of the Migration and Citizenship Service, comprised of the staff of the Migration Service and Visa and Passport Department of the Police. Staff of the newly established service must be duly trained and certified to perform new functions assigned in the context of the reforms.

##### **General Objectives of the Consultancy**

Two main objectives of the consultancy are:

A) To design the modules the modules on national legislation on foreigners and citizenship of the induction curriculum for the personnel of Migration and Citizenship Service

In coordination with IOM staff and the focal point from Migration Service, the consultant will design the modules on legislation regulating the entry and stay of foreigners to the Republic of Armenia, as well as the national legislation related to citizenship of the training curricula of the Migration and Citizenship Service. The modules should include: A) a detailed overview of the legal acts, regulating the entry of foreigners to the Republic of Armenia, their residence, work and departure from the country; B) in depth presentation of regulations establishing the grounds of acquisition or termination of RA citizenship, as well as mechanisms for identifying of a person in the Republic of Armenia.

The module should include theoretical sessions and practical exercises.

B) To prepare and deliver “train the trainer”

Once the module is designed and approved by IOM and the key governmental counterparts, the consultant will deliver a “training of trainers” to the selected candidates who will be responsible for the training of newly recruited staff or re-training of the specialists already in service within the training structure system of the newly established Ministry and envisaged in the draft charter of the Ministry.

***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. Design of the module

The consultant, in coordination with IOM and the focal point of the Migration and Citizenship service, will draft the modules on national legislation on foreigners and citizenship of the induction curriculum for the personnel of Migration and Citizenship Service.

In doing so, the consultant will consider the guidelines established in the Induction Training Programme of the Migration and Citizenship Service of the Ministry of Interior, adopted by the Decree N 1212-A/2 of the Minister of Education, Science, Culture and Sport on 23 July 2021. Based on the decree, the module be modelled upon the proposed outline:

<b>Learning outcome 1</b>	To know the main regulations provided by the legal acts, regulating the entry of foreigners to the Republic of Armenia, their residence, work and departure from the country
<b>Performance criteria</b>	The trainee shall: 1) present the key concepts of the RA legislation on foreigners and the main directions of regulation,

	<ol style="list-style-type: none"> <li>2) present the types of entry visas for the RA, as well as the procedure of their issuance,</li> <li>3) present the types of residence status in the RA, the grounds and the procedure of granting thereof,</li> <li>4) present the manner and the mechanisms of launching and implementing administrative proceedings against foreigners, illegally residing in the RA,</li> <li>5) presents the concept of “deportation,” the grounds and the manner of the organization of the process.</li> </ol>
<b>Approved teaching hours</b>	15 hours, of which Theory – 4 hours Practice – 11 hours

<b>Learning outcome 4</b>	Apply the grounds of acquisition or termination of RA citizenship, mechanisms for identifying of a person
<b>Performance criteria</b>	The trainee shall <ol style="list-style-type: none"> <li>1) present the main regulations from the RA legislation on citizenship,</li> <li>2) present the grounds necessary for the acquisition of the RA citizenship,</li> <li>3) present the grounds necessary for the receipt (acquisition) of the RA citizenship,</li> <li>4) present the procedure for the termination of the RA citizenship,</li> <li>5) be able to properly present to the visitor the procedure of acquiring RA citizenship and the termination thereof, adhering to the rules of ethics and politeness,</li> <li>6) determine the status of the stateless person and document it,</li> <li>7) follow the procedure of the person’s readmission,</li> <li>8) identify the person,</li> <li>9) be able to define the grounds for the rejection of the application, as per the case assigned, and present them to the applicant in a proper manner,</li> <li>10) be able, as per the case assigned, share information with a third person, meeting the requirements of legislation on personal data protection and the state secret.</li> </ol>
<b>Approved teaching hours</b>	20 hours, of which Theory – 5 Practice - 15

In coordination with IOM and the focal point of Migration and citizenship service, the consultant will also design a final assessment mechanism.

## II. Preparation and delivery of training of trainers

Having designed the training module, and once the pool of trainers is selected via open call and nominated by the respective state agencies, the consultant will deliver a “training of trainers (ToT)”.

The ToT will ensure that the trainers will jointly apply student-centered, interactive teaching methods.

### ***Required Qualifications and Experience***

#### **Education**

- Advanced degree in law, migration studies, or related areas relevant for the assignment;
- Other formal education relevant for the assignment;

#### **Experience**

- Previous experience in development of training materials in the field of migration management, return and reintegration will be considered as an asset.
- At least five years of experience in a professional thematic consultancy.
- Proven experience in the area of analysis of national legislation related to foreigners and citizenship.
- Proven experience with international organizations and/or government structures.
- Experience in preparing and delivering training sessions.

#### **Languages**

Fluency in Armenian is required.

### ***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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their CV-s to [HRIOMArmenia@iom.int](mailto:HRIOMArmenia@iom.int) with subject line "Local Consultant CC-2023-03" by January 27, 2023 at the latest.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 13.01.2023 to 27.01.2023