



Annex 2 - TERMS OF REFERENCE

Version 2 – August 2023

FOR THE CONSULTANCY CONTRACT OF: _____ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** Sarajevo, Bosnia and Herzegovina or home-based
2. **Duration of Consultancy:** xx.xx.2023 – xx.xx.2023 (6 months)
3. **Nature of the consultancy:** Category A consultancy with tasks and expertise related to labour migration policy and practices in the Western Balkans (based in Sarajevo or home-based with travels to the WBs).
4. **Project Context and Scope:** While emigration to some extent reduces unemployment and enhances livelihoods through remittances, it also contributes to labour and skills shortages in the country of origin, affecting competitiveness, growth and economic convergence, along with other negative effects such as the sustainability of the pension system. In the Western Balkans, several sectors are already facing a shortage of workforce, partly due to the high rates of emigration. For instance, in Bosnia and Herzegovina, a study conducted by IOM in 2022 shows the important challenges represented by the emigration of health and ICT professionals. Other key sectors of the Western Balkans economies are expected to experience or already observe labour shortages, such as construction, manufacturing, tourism, agriculture, etc.

Competent Western Balkans governments and institutions have different degrees of awareness of labour migration challenges and experience setting labour migration policies and programming. In some contexts, the administrative processes for engaging migrant workers cumbersome and prevent small and medium enterprises to recruit outside of the region, thus negatively impacting their growth potential. While some Western Balkans partners have deployed efforts to better link forecasting of needs with the legislative and administrative frameworks governing labour migration, important challenges remain to harness the potential of labour migration and address the growing needs of employers. In this context, expertise on labour migration policy and programmes, research and statistical analysis of the problematic, consultations with institutional, public and private stakeholders, as well as technical knowledge of laws, procedures, administrative rules and practices across the region are required to advance the labour migration agenda in the region. The consultant will be recruited to support IOM's strategic objectives regarding mobility and labour migration, notably through analysis of labour migration policies and programming, expert counsel to IOM and local partners, stakeholders' engagement, project development, event management.

Mission in Bosnia and Herzegovina

Fra Andjela Zvizdovica 1, 71000 Sarajevo, UNITIC Tower A, Bosnia and Herzegovina

E-mail: missionsarajevo@iom.int • Internet: <http://www.iom.ba> <http://www.iom.int>

5. Organizational Department / Unit to which the Consultant is contributing:

Labour Migration and Governance *(including Project Name and Code)*

6. Category A Consultants: Tasks to be performed under this contract:

- a) *Provide expert advice to IOM Senior Management Team in the Western Balkans for strategic engagement and programming in labour migration in the Western Balkans, notably in relation of IOM's Regional Strategies (SEECA and WB), IOM-facilitated Skopje Declaration and related Action Plan, Global Compact for Migration (GCM), EU Pact on Migration and Skills Partnerships;*
- b) *Provide guidance for the data collection and analysis regarding labour migration from and to the region with the perspective of enriching the data evidence available on this topic, or identifying gaps in data and solutions that could be envisaged to sustainably close these gaps;*
- c) *Provide expertise to government officials on trends, policies, standards and practices in international labour migration of relevance to the Governments' efforts to develop labour migration strategies;*
- d) *Review of EU and WB regulations and strategic documents on labour mobility to advise on need for harmonization and steps towards further alignment with EU and regional practices;*
- e) *Assist IOM in better advising labour market institutions in assessing current labour market needs, projections and forecasts, labour migration potential and private partners to adequately capture existing priorities, positions, challenges, needs, plans;*
- f) *Highlight and advance practical solutions and pilot ideas to help address barriers to labour migration and ethical recruitment both at policy, as well as structural and procedural steps;*
- g) *Guide or provide substantive inputs the development of position papers, concept notes, project proposals and budget for the implementation of labour migration programmes or activities;*
- h) *Actively support the implementation of labour migration related activities (ex. consultations, roundtables, visibility events, donor presentations) implemented by IOM or partners, when needed;*
- i) *Capacitate relevant IOM staff through analytical reports and updates on labour migration policy, plans, priorities in the Western Balkans (when relevant), labour migration statistics (ex. Multiyear analysis with trends), legal framework, procedures, administrative rules, practices - in coordination with other IOM-affiliated labour migration experts / thematic specialists in the region;*
- j) *Disseminate knowledge of labour migration schemes from other contexts outside of the region to identify promising models that could be explored in the context of the Western Balkans.*

6. Key deliverables (not limited to)

- Desk review and inception report, presenting detailed consultancy plan to the Chief of Mission (COM) and other relevant IOM staff, with informed suggestions re. data, capacity-building, stakeholders' engagement, thematic reports, etc.
- Comprehensive labour mobility analysis based on multiple dimensions (e.g., legal, political, administrative, jurisdictional, statistical, financial, programmatic, etc.) in the form of a final report,

or a series of shorter thematic reports.

- In collaboration with RTS in IOM Vienna, deliver information sessions on Labour Mobility and Integration (LMI), including effective labour pathways, for IOM staff in the Western Balkans.
- Consultations with key stakeholders (e.g., State and Entity-level institutions, Employers' associations) with executive reports providing clear actionable elements for IOM engagement.
- Present key findings, conclusions and recommendations to key IOM staff including COM and Senior Management Team, with recommendations for strategic engagement and programming.
- Support project development processes / improve project proposals through expert analysis.
- Support the identification of the datasets needed to fill the evidence gap and production of a first survey with the support of IOM DTM team in the Western Balkans.

7. Performance indicators for the evaluation of results

- Availability of expert analysis/reports in various areas of relevance for the work of IOM;
- Increased knowledge of labour migration-related thematic among relevant staff members;
- Use/familiarity with labour migration statistics and various sources of information;
- Strengthened positioning of IOM in concept notes, events, active programming;
- Strengthened positioning of IOM with key stakeholders;
- Successful organization of labour migration related events, consultations, etc.;

8. Education, Experience and/or skills required

- Bachelor's or master's degree in a relevant discipline, especially in Social Sciences;
- In-depth knowledge of labour migration landscape in the Western Balkans required;
- Long-term experience steering policy dialogues and engagement with official at all levels, from ministerial to local, with a view to advance common strategic interests and priorities;
- Experience developing partnerships with a wide range of stakeholders (public, private, academic), at all levels, in the fields of labour, migration, skills, employment, recruitment, credential and experience recognition, bilateral migration agreements, international mobility, etc.;
- Outstanding writing and analytical skills, with proven experience accessing and summarizing labour migration statistics, research and other sources of information in order to produce regular analysis to inform strategic engagement in a variety of sectors/with a diverse range of stakeholders;
- Capacity to independently organize/chair/co-chair consultations, workshops and events;
- Previous experience developing strategic documents and projects;
- Private sector engagement in labour migration issues is an asset.

9. Travel required

Yes

10. 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.