Call for Expert: *International IBM Coordination and Information Exchange Short-Term Expert*

**EU Support to Strengthening Integrated Border Management in Ukraine (EU4IBM)**

**Posting Date:** 01/06/2020

**Deadline for applications:** 22/06/2020

**Duty station:** home based, with travel to Ukraine

**Start date:** 01/07/2020

**Duration of the contract:** 01/07/2020 – 30/11/2020

**Maximum number of working days:** 60 (sixty)

**TITLE**

International IBM Coordination and Information Exchange Short-Term Expert (International CIE STE) to support interagency cooperation, coordination and information exchange among relevant Integrated Border Management (IBM) stakeholders according to EU best practices in the framework of implementation of the relevant activities of the EU-funded project “EU Support to Strengthening IBM in Ukraine (EU4IBM)” implemented by ICMPD.

**ORGANISATIONAL OVERVIEW**

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 17 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation’s greatest assets are its 200+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

**BACKGROUND**

The project “EU Support to Strengthening IBM in Ukraine (EU4IBM)” supports the identification of and assists in addressing the gaps in the implementation of the national reforms approximating the Ukrainian border management system to the standards and best practices of the EU Integrated Border Management (IBM) in line with the national Integrated Border Management Strategy of Ukraine (IBM Strategy, adopted by the Cabinet of Ministers on 24 July 2019) and the Action Plan (IBM AP, adopted on 27 December 2019 by Decree of the Cabinet of Ministers No. 1409-p).

**OBJECTIVE**

The International CIE STE will be involved into the implementation of a set of selected project activities to provide advisory and technical support to the IAWG on IBM on the improved coordination among national IBM agencies, the establishment of the national joint IBM coordination and risk analysis centre, and the enhancement of the inter-agency cooperation and information exchange among the IBM stakeholders according to EU best practices.

The International CIE STE will work in close cooperation with the EU4IBM Project Implementation Team (PIT) to contribute to the following project activities implementation:

- business process analysis (BPA);
- business process re-engineering action plan(s) (BPR AP(s));
- establishment of the national joint IBM coordination and risk analysis centre;
- enhancing the capacity of the national IBM stakeholders to exchange information with the neighbouring countries.
TASKS

The tasks to be completed by the International CIE STE within this assignment are the following:

1. Develop and continuously update, in coordination with the National CIE STEs, a work plan to be approved by the PIT.
2. Contribute to business process analysis (BPA) of relevant business processes (BPs) and provide the recommendations on BPs improvement for their integration into the BPR actin plans (BPR APs).
3. Develop the concepts/ToRs, for the upgrade of the selected existing and development of the new SBGS and SCS information exchange systems/solutions based on BPA results and in line with BPR APs.
4. Collect EU MSs good practices in establishing national IBM coordination centres, interagency information exchange, joint risk analysis.
5. Develop the concept for the establishment of the national joint IBM coordination and risk analysis centre increasing the national IBM agencies situational awareness and the capacity to respond to emergencies and plan joint actions.
6. Develop the ToRs, organizational structure, job descriptions, interagency SOPs for joint IBM coordination and risk analysis centre.
7. Based on relevant BPA findings, develop the joint vision document on the exchange of IBM related information between all IBM stakeholders on national level.
8. Based on relevant BPA findings, develop the concepts/ToRs for a coherent interagency information exchange system (24/7 online exchange platform) on the basis of the joint IBM coordination and risk analysis centre.
9. Conduct capacity building activities for the staff of the national IBM coordination centre, and support the joint risk analysis products development.
10. Develop the concepts/TORs for bi-lateral and multilateral cross-border information exchange mechanisms on the basis of i.a. the findings of the BPA and the recommendations of the relevant IBM assessments.
11. Perform other duties if/as assigned by the PIT.

DELIVERABLES

International CIE STE is expected to provide the following deliverables:

1. Continuously updated detailed work plan approved by the PIT. The work plan should be developed in coordination with the National CIE STEs, contain the exact timelines for deliverables completion as well as clarifications on the needs, required resources and timelines.
2. Provision of expertise in the process of BPA of relevant BPs and the draft recommendations on BPs improvement for integration into BPR APs.
3. The concepts/ToRs, for the upgrade of the selected existing and development of the new SBGS and SCS information exchange systems/solutions based on BPA results and in line with BPR APs.
4. Compilation of EU MSs good practices in establishing national IBM coordination centres, interagency information exchange.
5. The concept for establishment of the national joint IBM coordination and risk analysis centre.
6. The ToRs, organizational structure, job descriptions, interagency SOPs for Joint IBM coordination and risk analysis centre.
7. The joint vision document on the exchange of IBM related information between all IBM stakeholders.
8. The concept/ToRs for a coherent information exchange system (24/7 online exchange platform) on the basis of the joint IBM coordination and risk analysis centre.
9. Conducted capacity building activities for the staff of the national IBM coordination and risk analysis centre.
10. The concepts/TORs for regional bi-lateral and multilateral cross-border information exchange mechanisms on the basis of i.a. the findings of the BPA and the recommendations of the relevant IBM assessments.
11. Perform other duties if/as assigned by the PIT.

Maximum number of working days: 60

Reporting lines

International CIE STE reports to Project Officer, EU4IBM and works in a collaborative manner with other STEs.
Qualifications and Experience

- Master’s university degree (or equivalent) related to the area of work.
- At least 5 years of work experience in EU MSs border management agency in the field of IBM coordination and information exchange.
- Experience in establishing and working in the national IBM coordination centres.
- Experience in the area of interagency cooperation and exchange of information development among the IBM stakeholders on national and international level.
- Understanding of and experience in of national IBM coordination centre development is an asset.
- Experience in working with similar projects funded by EU or another donor is an asset.
- Up-to-date knowledge of the EU legal framework related to IBM.
- Knowledge of appropriate examples of international and EU good practices related to IBM.
- Demonstrated ability to assess complex situations in order to succinctly and clearly distil critical issues.
- Must be able to work independently and demonstrate excellent teamwork, coordination and facilitation skills.
- Analytical, research, reporting, communication, documentation and presentation skills.
- Experience working with senior management of border guard/police and customs services is an asset.
- Ability to plan and implement several multi-component and multi-stakeholder activities in parallel.
- Ability to process large volumes of information.
- Ability for provision of deliverables and in reporting in a timely manner.
- Ability to work under pressure and in rapidly changing circumstances.
- Computer literate with ability to operate Windows applications.
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.
- Ability to establish and maintain effective and constructive working relationships with people of different International and cultural backgrounds while maintaining impartiality and objectivity.

Languages

- Excellent written and spoken English is required.
- Proficiency in (verbal/written) Ukrainian/Russian.

Support and materials to be provided by ICMPD

- Project Description of Action.
- Template of timesheet.
- Template of payment claim.
- Any other documents.
- Translation of the documents not yet translated into English
- PIT will facilitate the contacts with the relevant International agencies
- PIT will organise meetings with the relevant beneficiary agencies in case of need

Application Process

Interested experts should send their CV with an indication of this announcement in the subject line of the email to EU4IBM_UA@icmpd.org.