MIBMA:

Support to Migration and Border Management in Armenia

Communication to EU MS: required expertise for project activities (May – September 2016)

This project is funded by the European Union

MIBMA project is implemented by the International Centre for Migration Policy Development (ICMPD) in partnership with United Nations Development Programme (UNDP)
MIBMA Project Communication to EU MS

Required expertise for the period
(May – September 2016)
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1. INTRODUCTION

1.1. Project Summary

The project “Support to Migration and Border Management in Armenia” (MIBMA) follows the national strategies and priorities as well as EU – Armenia partnership agreements including EU-Armenia Partnership and Cooperation Agreement, European Neighbourhood Policy Action, Mobility Partnership, and Visa Facilitation and Readmission Agreements.

The overall objective of the action is to enhance approximation of the migration and border management in Armenia to the European standards of governance, in order to increase security, facilitate trade, and support the possible visa liberalisation dialogue between the European Union and Armenia.

The specific objectives of the action are:
1. To increase Government capacities for migration and asylum management in line with the EU-Armenia Visa Facilitation and Readmission Agreements and Mobility Partnership, to prepare for the possible EU-Armenia visa liberalisation dialogue
2. To strengthen inter-agency cooperation through further extension of the IBM concept and its principles into Armenia’s border management system with a focus on core areas such as the simplification and harmonisation of procedures; to improve the service level for end users; to facilitate trade; and to further develop transport corridors

The project is divided into two thematic Components and nine Modules that directly relate to project’s specific objectives and expected results.

COMPONENT 1: MIGRATION

This Component aims to further develop national capacities in the areas of visa facilitation and re-admission, integration of refugees and long-term migrants, treatment of asylum seekers and vulnerable groups through policy development and research as well as development and implementation of national relevant protocols and Standard Operating Procures (SOPs). Additionally, the Component will provide practical trainings and workshops in the areas of visa liberalization dialogue, asylum, migration governance and document security.

COMPONENT 2: BORDER MANAGEMENT

This Component aims to further promote development and implementation of Integrated Border Management concept and principles through increased inter-agency cooperation on strategic and operational levels. Additionally, the Component will enhance national capacities toward simplification and harmonisation of procedures with the aim to promote cross – border trade and attract travel and investments through outreach campaigns.

The following comprehensive structure will be established, taking into account project management and activities
### Project Coordination and Steering
- Fine-tuning of capacity building activities and technical needs
- Opening Conference
- Project Steering Group meetings
- BUD, Armenian agencies, ICMPD, EU Ms, UNHCR, UNDP, IOM, UNICEF
- Project Coordination Group meetings
- Armenian agencies, ICMPD
- Final Conference

### Component 1. Migration
- **Module 1. EU - AM Visa dialogue**
- Monitoring of Visa Facilitation and Readmission Agreements; foster VLAD negotiations; best practices with GE and MD
- **Module 2. Migration governance**
- Research, migration monitoring mechanisms, enhancement of professional skills
- **Module 3. Integration**
- Policy development support (action plan)
- **Module 4. Asylum**
- Policy development support, development of SOPs, research, enhancement of professional skills
- **Module 5. Document security**
- Training, tools, enhancement of professional skills, procurement of equipment
- **Horizontal task: Donor-led coordination in migration area**

### Component 2. Border management
- **Module 5. IBM Support**
- Support to IBM strategic documents, inter-agency cooperation mechanisms and tools
- **Module 7. Trade Facilitation**
- Policy development support, research, vendor documentation, technical assistance and advice
- **Module 8. Accountability, transparency, and integrity (ATI)**
- ATI awareness raising campaigns and workshops
- **Module 9. Outreach**
- Outreach campaigns, conferences, roundtables, translation of legal documents
1.2. Project description

<table>
<thead>
<tr>
<th>Project tile</th>
<th>Support to Migration and Border Management in Armenia (MIBMA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract number</td>
<td>ENPI/2014/352-074</td>
</tr>
<tr>
<td>Duration of the action</td>
<td>36 months (1 January 2016 – 31 December 2018)</td>
</tr>
</tbody>
</table>
| Objectives of the action | The overall objective of the action is to enhance approximation of the migration and border management in Armenia to the European standards of governance, in order to increase security, facilitate trade, and support the possible visa liberalisation dialogue between the European Union and Armenia. The specific objectives of the action are:  
- To increase Government capacities for migration and asylum management in line with the EU-Armenia Visa Facilitation and Readmission Agreements and Mobility Partnership, to prepare for the possible EU-Armenia visa liberalisation dialogue  
- To strengthen inter-agency cooperation through further extension of the IBM concept and its principles into Armenia’s border management system with a focus on core areas such as the simplification and harmonisation of procedures; to improve the service level for end users; to facilitate trade; and to further develop transport corridors |
| Implemented by | ICMPD in partnership with UNDP |
| Target group(s) | Armenian migration management and border management authorities (State Migration Service of the Ministry of Territorial Administration and Emergency Situation; Border Troops of the National Security Service; Passport and Visa department of the Police; State Revenue Committee of the Ministry of Finance; Ministry of Foreign Affairs; Ministry of Economy) |
| Final beneficiaries | Staff and management of migration and border authorities, refugees and asylum seekers, travellers, international trading and investment community, general public and citizens of Armenia |
Module 4: Asylum

Activity 4.1 Development of the investment plan for the reception centre

The government's current reception centre does not meet all international standards and might not be able to fulfil potential future capacities needed for the reception of asylum seekers. The project will provide support to the State Migration Service toward elaboration of a sound investment plan for a reception centre, including a master plan for the reception facilities not only for asylum seekers but potentially to other groups as well such as new status holders. A detailed cost estimate of the investment plan, including assessment of possible sources of financing will be made available to Government authorities.

Assessments of the strengths and weaknesses of the reception facilities in Armenia have been carried out, with clear recommendations as to the standards of any new facility to be constructed.

The expert will contribute to the following results under this Activity:
- Based on the qualitative assessments already done, assist in providing quantitative input for developing an investment plan for reception centre for asylum seekers

Expert's profile

<table>
<thead>
<tr>
<th>Expert on management of remittances</th>
<th>Main tasks:</th>
</tr>
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<tbody>
<tr>
<td>Study relevant documentation (existing assessment reports, procedures, etc.) on the functioning of the current reception centre (materials to be made available by MIBMA project);</td>
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<td>Provide good practice in managing efficient and flexible reception facilities;</td>
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<td>Assess the possibility of including additional functionalities to the reception centre, such as integration function;</td>
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<td>Assess the capacity needs of the reception centre, taking into account the possibility of an emergency influx;</td>
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<td>Based on the above mentioned criteria, elaborate the requirements for allocating land plots for the centre and/or assess possible land plots for suitability;</td>
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<tr>
<td>Come up with a comprehensive outline of the reception centre infrastructure in Yerevan in line with EU standards, thus facilitating the elaboration of a sound investment plan;</td>
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<tr>
<td>Elaborate a report upon completion of mission (within two weeks) based on its results. The Expert should remain available for questions, comments, and feedback needed for the final draft of the mission report;</td>
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<tr>
<td>Cooperate with his/her Project Manager within ICMPD regarding substance matters, and fulfill all administrative requirements of this project as established by ICMPD.</td>
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</table>

Required qualification:
- In-depth knowledge of relevant EU normative legislation and standards, especially related to reception and treatment of asylum seekers; |
- At least 10 years of relevant professional experience; |
- Prior experience working in an asylum reception centre is a distinct
Expert on management of remittances

Main tasks:
- Provide relevant international expertise in the area of asylum referral and other asylum procedures applied to vulnerable groups as specified in the amended RA Law on Refugees and Asylum;
- Assist and support the team of selected national experts in developing relevant SOPs/draft Government Decrees on the mentioned two Decrees/SoPs

Required qualification:
- At least 10 years of relevant professional experience in issues related to refugees and asylum
- In-depth knowledge of relevant EU normative legislation, especially related to treatment of vulnerable groups of asylum seekers, including unaccompanied minors, asylum seekers with mental illness, temporary mental disorders or other unhealthy conditions or disabilities;
- Expertise in legal drafting or commenting on asylum legislation as well as policy development
- Ability to establish good working relations with a multinational, multi-disciplinary team, taking into account cultural differences;
- Exhibit excellent inter-personal skills;
- Previous experience in the South Caucasus region or participation in professional assistance missions to the third countries
- Excellent drafting skills

Activity 4.2 Development of Standard Operating Procedures (SOPs)

The existing Working Group comprised of asylum and border authorities will further improve their cooperation on referral and other asylum mechanism through development of relevant Standard Operating Procedures (SOPs)/draft Government Decrees on protection of vulnerable groups of asylum seekers/ refugees (disabled, women, children, elderly, in urgent need of medication, etc.), pursuant to the RA Government Decree 242-A of 31 March 2016 on Approving the Action Plan for Implementation of the RA Law on Amending the Law on Refugees and Asylum. These SOPs will not only enhance inter-agency cooperation but outline sharing of burden and responsibilities toward treatment of vulnerable groups.

The Relevant procedures /Government Decrees are to drafted for approval by the Government by the beginning of October 2016, which will ensure application of adequate referral and other asylum mechanisms covering vulnerable groups in full compliance with the amended RA Law on refugees and Asylum.
Module 5: Document Security

Activity 5.1 Enhancing national capacities in the area of document security of border, consular and migration authorities

This Activity will increase knowledge and skills of the staff of the involved Armenian authorities to detect forged and falsified ID documents (incl. travel documents, visa, visa applications, breeding documents) by using modern document control equipment purchased within the project. Additionally, it will enable relevant agencies to filter more effectively irregular migrants as well as victims and perpetrators of international organised crime.

Activity 5.2: Strengthening cooperation and information exchange on document security

Contribute to an increased quality and quantity of information exchange in the field of identification of forged/falsified documents between relevant authorities, providing an integrated approach and improved risk analysis. Issues of data protection will be given due attention in the course of the implementation of this activity.

Activity 5.3: Purchase of Equipment

In cooperation with national and international expert(s), the project will identify relevant equipment for document security (UV-lamps, magnifiers, biometric data readers, detection kits) to be procured and delivered to Armenian agencies. In addition, the project will support the request to equip a training classroom with technical equipment (computers, monitors, project, scanner, and server) in order to conduct practical exercises in the area of Document Security as required by the curriculum. The procurements tender will include training on usage of such equipment by a supplier.

The experts will contribute to the following results under this Module:
- Development of a training tool kit (manual, handbook, distance learning tool, etc) on document security covering areas related to biometric data, breeding documents, ID, visa, refugee travel document, alien travel document, national and diplomatic passports, travel certificate, profiling and identification of applicants and imposters,
- Training of Trainers and national mentored trainings,
- Practical working missions/ study visits to EU MS,
- Workshops on exchange of information,
- Procurement of small scale equipment as well as equipment for the training classroom to conduct Document Security trainings.

Expert’s profile

<table>
<thead>
<tr>
<th>Experts on document security</th>
<th>Main tasks:</th>
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<tbody>
<tr>
<td></td>
<td>- Conduct assessment of current state of affairs and national capacities in the area of document security, including training and equipment needs;</td>
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<td></td>
<td>- Provide practical advice and expertise regarding document security techniques and methods;</td>
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<tr>
<td></td>
<td>- Develop, based on the available training framework, preferred best practices and in coordination with relevant national experts, a comprehensive training toolkit (manual, handbook, distance learning tool, etc.) on document security covering areas related to biometric data, breeding documents, ID, visa, refugee travel document, alien travel document, national and diplomatic passports, travel certificate, profiling and identification of applicants and imposters;</td>
</tr>
</tbody>
</table>
• Conduct national Training of Trainers as provide expert support during national mentored trainings;
• Raise awareness on existing EU document databases, promote and advance ideas of information exchange in the field of document security between EU and competent national agencies;
• Support competent agencies in developing national inter-agency cooperation framework in line with best practices and IBM principles.

Required qualifications:
• At least 5 years professional experience working on document technical expertise and at least 7 years practical experience in document checks
• Practical and theoretical experience in training of officials responsible for document checks
• Experience in development of document security curriculum and training tools
• Knowledge of Schengen acquis, EU good practices and European standards in the field of document checks
• Previous experience in the South Caucasus region or participation in professional assistance missions to the third countries
• Excellent presentation and representational skills
• Demonstrated ability to work under pressure and meet deadlines
• Excellent facilitation and professional training skills, with a focus on hands-on practical training
• Excellent language and communication skills (English)
3. HOW TO APPLY

The summary of the required expertise provided in this Communication document will be uploaded on the ICMPD website (www.icmpd.org), in the „Work for us“ section. Interested EU MS experts are invited to apply and to register their CVs and qualification in the ICMPD Experts roster (http://www.icmpd.org/Call-For-Experts.1586.0.html) and by sending their CV to the project email address mibma@icmpd.org.

Interested EU MS experts can also contact the MIGMA team directly via email for further information on MIBMA, the activities in question, requested qualifications, preliminarily timelines and duration of the assignment:

- **Ms. Adiba Asadova**, MIBMA Project Manager, Adiba.Asadova@icmpd.org
- **Mr. Carel Hofstra**, MIBMA Team Leader, Carel.Hofstra@icmpd.org
<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>BT</td>
<td>Border Troops of the National Security Service</td>
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<td>ENP</td>
<td>European Neighbourhood Policy</td>
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<tr>
<td>ENPI</td>
<td>European Neighbourhood Policy Instrument</td>
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<tr>
<td>EU</td>
<td>European Union</td>
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<tr>
<td>EUD</td>
<td>Delegation of the European Union</td>
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<td>AM</td>
<td>Armenia</td>
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<td>ICMPD</td>
<td>International Centre for Migration Policy Development</td>
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<td>IOM</td>
<td>International Organization for Migration</td>
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<td>MFA</td>
<td>Ministry of Foreign Affairs</td>
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<td>MIBMA</td>
<td>“Support to Migration and Border Management in Armenia” Project funded by the European Union and implemented by ICMPD</td>
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<tr>
<td>MIA</td>
<td>Ministry of Internal Affairs</td>
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<tr>
<td>MoE</td>
<td>Ministry of Economy</td>
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<tr>
<td>MS</td>
<td>Member States</td>
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<tr>
<td>NSC</td>
<td>National Security Council</td>
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<tr>
<td>NSS</td>
<td>National Security Service</td>
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<tr>
<td>SMS</td>
<td>State Migration Service of the Ministry of Territorial Administration and Emergency Situation</td>
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<tr>
<td>ToR</td>
<td>Terms of Reference</td>
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<tr>
<td>UNDP</td>
<td>United National Development Programme</td>
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<td>UNHCR</td>
<td>United National High Commissioner for Refugees</td>
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<tr>
<td>VLAP</td>
<td>Visa Liberalisation Action Plan</td>
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<td>WG</td>
<td>Working Group</td>
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