

**Project “Strengthening Migration Management, Asylum and Return Processes in the Western Balkans”, co-funded by the Asylum, Migration and Integration Fund (AMIF) and the Austrian Federal Ministry of the Interior (BMI)**

## **TERMS OF REFERENCE**

**Title of the post: Migration Management Coordinator**

## 1. Project background information

### 1.1. Beneficiary countries

Bosnia and Herzegovina, Serbia, North Macedonia, and Montenegro.

### 1.2. Project overall objective

*“Strengthening Migration Management, Asylum and Return Processes in the Western Balkans”*

The overall objective of the project is strengthening the structural reception and protection capacities in the Western Balkans countries, in full accordance with fundamental rights and the EU acquis, fostering regional cooperation, and alleviating pressure on the EU.

Specific objectives are:

1. to provide practical assistance to the security structures of the Western Balkans that oversee the processes of return and migration/asylum management, helping them build capacity for the development and implementation of return and asylum programs while encouraging regional cooperation;
2. to improve the efficiency and rights-based nature of the asylum and return process demonstrates the commitment of the participating countries to managing migration in a humane and organised manner, following international standards in Bosnia and Herzegovina, Serbia, North Macedonia and Montenegro through capacity building.

### 1.3. Project background

The Western Balkan Route continues to be active as one of the main migratory pathways towards the EU and creates high pressure on transit countries that are not sufficiently prepared for the sudden increase in irregular migrants, causing difficulties in managing mixed migrations, particularly in border security agency cooperation. Structural deficiencies, political mistrust, and lack of information sharing hamper effective management.

That is why it is necessary to improve the acceptance process, readmission, and asylum policy, including regional solidarity and the exchange of intelligence data, and to provide support for the authorities responsible for migration and asylum to improve their knowledge and tools for quick action.

The project locations are the main transit countries at the so-called Eastern Mediterranean migration route, i.e. North Macedonia, Serbia, Bosnia and Herzegovina, and Montenegro, selected in such a way to most effectively reach the right target groups and thus achieve the project objectives.

The specificity of this project is its comprehensive approach to solving the process of migration, asylum, and return in the Western Balkans region, focusing on capacity building, technical assistance, training, and creating a strong network for the return of the Western Balkans.

By supporting the capacity building of Western Balkan countries in migration management, the project will contribute to a safer and better-managed migration environment, which can have a positive spillover effect on both Austria and other EU member states. Furthermore, this project promotes regional cooperation and integration, thus contributing to the overall stability of the region.

The project contributes to the New Pact on Migration and Asylum and emphasizes in the priority areas of the operational strategy the need to increase mutual coherence in the implementation of the EU's return policy. The comprehensive approach to migration focuses on building partnerships and cooperation in migration with third countries.

Return, as an important element of migration management and European integrated border management and the Schengen policy cycle, has been confirmed through various strategic documents and conferences at the policy level within the EU member states. Effective returns and readmissions are an integral part of strengthening the integrity of the asylum system and increasing the attractiveness of voluntary return programs, and helping reduce irregular migration.

“Strengthening Migration Management, Asylum and Return Processes in the Western Balkans”, is a project co-financed by the Asylum, Migration and Integration Fund, as well as the Federal Ministry of Interior of the Republic of Austria. It is a regional project that aims to build capacities and enable networking and cooperation for security structures in Bosnia and Herzegovina, Serbia, North Macedonia, and Montenegro, in the area of migration management, asylum and return processes. That goal is attainable through regional meetings, conferences, and training designed for security structures.

The project locations of implementation are selected to achieve the desired target groups and project objectives.

This project is implemented by the Hilfswerk International representation office in Sarajevo, Bosnia and Herzegovina, in coordination with the project partner Joint Coordination Platform (JCP).

#### **1.4. Project results/outcomes**

Better cooperation in the Western Balkans in the area of migration/asylum management, and return processes.

Strengthened security structures in Bosnia and Herzegovina, Serbia, North Macedonia and Montenegro through capacity building for better cooperation, networking and coordination.

## **2. Description of the post**

### **2.1. Expected achievements**

The Employee will work as a team member and support the project team in achieving the projected goals. He/she will be responsible for assessing the legal frameworks and identifying any gaps or inconsistencies that may impact the protection or status of target groups, and/or effective functioning of the migration management systems.

Employee will support efficient, effective and economical project implementation, and actively participate in the streamlining of the condensed project time plan, planning the capacity building events and meetings and provide recommendations for the most effective performance of the project activities with an aim at successful achievement of the projected results.

Support the operational management of the projects, including the timely and efficient delivery of the technical and operational results of the project and the substantive implementation in the field, providing advice to ensure coherence and complementarity. Drafting the periodic narrative reports in accordance with the donor timeframe and technical requirements.

## **2.2. Detailed description of the assignment**

The Employee is hired to carry out the following tasks:

- Assessing the legal framework related to asylum, return, and general migration-management operations, and identifying any gaps or inconsistencies that may impact the protection of target groups. Makes recommendations for improving the legal framework and policy implementation to ensure that target groups receive adequate protection and support. Assist in developing the methodology of addressing specific queries or concerns related to the legal frameworks for asylum, return, and migration-management operations.
- Participation in preparing the methodology/ies for collecting data for the development of baseline studies or other necessary research. Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision-making and planning. Thorough review and analysis of the data collected on legal frameworks governing asylum procedures, return policies, and migration-management operations, and planning and application of methodological steps, and development of the condensed project time plan. Analyse data related to asylum and return processes to identify trends, challenges, and best practices. Assess the needs identified and design training programs and/or capacity-building events to address gaps in legislation, procedures, knowledge and/or skills.
- Participation in definition and methodological approach of capacity building, planning the capacity building events and meetings and provide recommendations for the most effective performance of the project activities with an aim at successful achievement of the projected results.
- Participation in the desk reviews of collected data related to the legislative, policy and /or institutional framework in the area of interest. SWOT analysis, review of key findings and recommendations on the justification of the project. Preparing draft plans of baseline study/ies.
- Communicates and supports coordination with institutional and international stakeholders on project-related matters, in particular liaising between HWI and JCP. Coordinates and works closely with migration management authorities (Return, Asylum), responsible ministries and the project working groups in the Western Balkans countries affected by the project.
- Participation in project events, coordination committees, preparation and/or creation of relevant documents, fieldwork and cooperation with local governments' relevant bodies in the field of migration management (Return, Asylum).
- Prepare communication and activities plan for coordination with international organizations and plan communication with Western Balkans stakeholders.
- Develop the project implementation monitoring mechanisms, collection of indicators plan, tracking and evaluating project performance against planned objectives and timelines, identifying and addressing issues, and providing regular updates to project management to ensure successful project activities planning and projected results

achievement. Helps ensure that project components are delivered on time, and meet quality standards.

- Drafting the periodic narrative reports in accordance with the donor timeframe and technical requirements.
- Moderation at events and meetings.
- Organization of meetings, correspondence and reporting.
- Providing support to the HWI management in developing project proposals in the required fields for various donors.
- Any other task necessary for the successful completion of the tasks.

### **3. Profile of the Employee**

The Employee will have experience and qualifications to undertake the foreseen activities.

#### Qualifications and skills:

- University degree in social science; Master's degree related to migrations is a strong advantage.
- At least 7 years of experience in the field of Migration management, as well as in Training, Strategic Planning, Programming and/or Development;
- Understanding of the legal and administrative frameworks in Western Balkans;
- Knowledge of international relations is an asset;
- Experience in project planning (PCM).
- Good communication and negotiation skills;
- Excellent spoken and written English, knowledge of another language is a strong asset;
- Good narrative report writing and presentation abilities;
- Computer skills: Office group computer programs skills required, other preferable/asset
- Ability to work as a team member and individually.

#### General professional experience:

- At least 10 years of professional experience;

#### Specific professional experience:

- Thorough understanding of the national and international legislative and procedural frameworks in migration, asylum, return, refugees, protection of human rights and fundamental freedoms, international law;
- Experience in acts about international protection and humanitarian law on migrants and asylum-seekers;

#### Other post related information:

- Tasks will involve participation in the project events that will require long distance traveling by car, bus or airplane within Bosnia and Herzegovina, Western Balkans or EU countries, and the travel willingness is essential;
- Drivers license and car driving ability is an asset;
- Project events are public and might involve photographing and video recording;

- Project events involve the participation of a great number of participants with multiple religious backgrounds and nationalities;

#### **4. Location and duration of the assignment**

The general area of the assignment are the countries of the Western Balkans, in particular, Bosnia and Herzegovina, Serbia, Montenegro and North Macedonia. The base office is Sarajevo, the office of the Employer. The assignment is intended to start on 01.08.2024. and end by 31.12.2025, with the possibility of extension, subject to availability of the sufficient project funds.

#### **5. Reporting**

The Employee will directly report to the Regional Project Manager at the HWI Project Office in Sarajevo.

#### **6. Administrative information**

The Employee will be provided with working space at the project office, including a computer with access to the Internet, a printer, and a photocopier.

The Employer will employ the Employee through the Employment Contract. The probation period is a maximum of six months.

The Employee will be paid a basic net salary on a monthly basis in the amount agreed with the Employer. Salary for work performed and time spent at work consists of: basic net salary, compensation for meals and transportation. This amount is based on the labour input during 40 hours weekly. Monthly income will be paid at the beginning of a month for the previous month at the Employee's bank account.

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As long as the employment contract is in force, the Employee has the right to annual leave 30 days per year.

Taxes, insurance and other imposts are borne by the Employer in accordance with the B&H work law with reference to non-residents.

#### **7. How to apply?**

Interested candidates will submit their CV and a motivation letter to [office@hwi.ba](mailto:office@hwi.ba) by 12 July 2024.

Only shortlisted candidates will be invited to the next stage of the recruitment process.