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# General information

## 2 Brief information on the project

The objective of the Better Migration Management (BMM) program is to improve the human rights-based management of safe, orderly and regular migration and to assist relevant national authorities in combating human trafficking and smuggling of migrants within and outside the Horn of Africa region.

The project is commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ) and is co-financed by the European Union for the period of October 2022 to September 2025. The project is implemented by a partnership between the British Council, Civipol, IOM, UNODC and the lead organization GIZ. The target countries in the Horn of Africa are Djibouti, Ethiopia, Kenya, Somalia, South Sudan and Uganda. The BMM III program has three components:

* **Strengthening national and regional governance on migration**
* **Increased national and cross-border cooperation on trafficking and smuggling.**
* **Support and protection of migrants**.

In the implementation of the BMM program, GIZ has a dual role, that of coordinating the activities of the implementing partners on the basis of the agreed annual work plan and that of directly implementing certain activities

### Context

GIZ, in consultation with its national partners and stakeholders at the annual planning workshop, determined that in order to achieve its objectives as defined in its Component 1, it was necessary to work on improving the coordination of government services at the national level on migration-related issues as well as to support the national coordination mechanism established at the national level.

Within this framework, based on an assessment of the problems and bottlenecks causing this lack of coordination, it was identified that they were mainly caused by :

* A lack of detailed definition of the roles, missions and prerogatives of regional prefects, and of how they interact with the central level and other sectoral ministries;
* Lack of definition of the powers and missions of deputy regional prefects and sub-prefects;
* A lack of specific training on prefecture missions and procedures for staff assigned to prefectures.;
* The absence of a systemic platform for coordinating state action at local level and reporting to central level;
* Lack of a clear coordination and monitoring mechanism between the regional prefectures and the National Migration Coordination Office for monitoring the implementation of the national migration strategy.

In order to overcome these weaknesses, consultations have been conducted by GIZ as part of the BMM III program, in collaboration with the Ministry of the Interior, the BNCM, and the prefectures. The following deliverables were produced by the experts:

* Two decrees and a ministerial circular as well as an updated draft organization chart for the prefectures to harmonize and improve prefectural administration.
* A job description defining the powers and mission of deputy prefects and sub-prefects of the regions.
* BNCM competence assessment report.
* Capacity-building plan for BNCM and the prefectures.
* Monitoring and evaluation plan for migration activities to strengthen the BNCM to monitoring the implementation of the national migration strategy.

Following these consultations, and as part of the ongoing BMM III activities, the Ministry of the Interior and the prefectures highlighted the need to recruit an expert to draw up a training guide in line with the elements of the capacity-building plan, in order to develop the skills of the BNCM and the prefectures.

## General objective :

In order to support the partners in addition to the project institutional reform, this consultation aim to reinforce the general skills relating to the functioning of the State and knowledge relating to the tools necessary for good administration among the staff of the Ministry of the Interior in particular the BNCM and the prefectures staff.

## Specific objectives

1. In close collaboration with the Cabinet of the Minister of the Interior and the prefects, draw up separately a training guide for the prefectures and BNCM staffs;
2. Train separately BNCM and prefectures staffs on the training courses that will be indicated in the training guide proposed by the expert and validated by the cabinet of the Ministry of the Interior and prefectures.
3. Draw up a separately training report for BNCM and the prefectures staffs.

## Expected outcomes

This consultation will enable the Ministry of the Interior to:

* Equip prefectures and BNCM with the technical staff with the knowledge and know-how required to cover the full scope of their responsibilities.
* Set up a space for coordinating state action at local level;

# Tender requirements

## 1. Qualifications of the proposed staff

### 1.1 Expert 1:

### 1.1.1 General qualifications

A degree in economics, social sciences, science or other equivalent disciplines (Bac + 4 minimum)

15 years' solid experience with increasing responsibilities in the field of institutional reform and public administration management.

Proven knowledge of national, regional and international policy frameworks.

Ongoing experience in project management, monitoring and evaluation.

Knowledge of reporting and ability to ensure skills transfer:

Previous experience of working with the Ministry of the Interior and prefectures in the deployment of public policy at local level.

### 1.1.2 Experience in the region/knowledge of Djibouti:

## 1.1.3 Language skills: French

## 2. Relevance of proposed concept

* 1. The consultant must have experience in project management, monitoring and evaluation.
  2. . The consultant must have experience in producing advocacy documents.
  3. Good understanding of the mission of the Ministry of the Interior and the prefectures

### 3. Specification of inputs

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee days** | **Number of experts** | **Number of days per expert** | **Comments** |
| * Draft, Share and validate with the partners the plan of the guide qnd the modules for the training. | 1 | 3 |  |
| * Draw up separately a draft of the training guide & modules for the prefectures and BNCM staffs; | 1 | 5 | N/A |
| * Share and validate the two-training guide & modules with the Interior ministry and prefectures. | 1 | 3 |  |
| * Train separately BNCM and prefectures staffs on the training courses that will be indicated in the training guide. | 1 | 9 | N/A |
| * Drafting of a training report separately for each institution (BNCM et prefectures). | 1 | 2 |  |
| * Support the BNCM in providing recommendations and/or drafting a plan to overcome their challenges related to coordination ( e.g plan de communication). | 1 | 2 |  |
| **Travel expenses** | **Number of experts** | **Number of days/nights per experts** | **Comments** |
| * Per-diem allowance in country of assignment | 1 | N/A |  |
| * Overnight allowance in country of assignment | 1 | N/A |  |
| * Travel costs (train, private vehicle) | 1 | N/A |  |
| **Flights** | **Number of experts** | **Number of flights per experts** | **Comments** |
| * International flights | N/A | N/A |  |
| * Domestic flights | N/A | N/A |  |
| **Other costs** | **Number of experts** | **Amount per experts** | **Comments** |

Timeframe: The planned contract duration is 16th of March 2025 for 3 months .

Total days: 24 days

**Remark:**

If restrictions are introduced to combat the coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to adapt their contractual services to reflect the new circumstances on the basis of good faith; this may involve changes to the period of service provision, the services to be provided and, where applicable, remuneration.

### 4 Fixed lump sum price – contract for work

## N/A

# 5 Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

Note:

If restrictionsare introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.  
  
6 How to apply

Please submit your CV and technical offers in a single envelope, and your financial proposal in a separate envelope to the following address:

**GIZ- Djibouti Office**

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**

**Ethiopia & Djibouti**

**Heron, Avenue F D’Esperey Rue Mohamed Iman**

**Next to Cripen**

**Reception Desk**

Application in French is accepted   
On your application, please specify the full title of the consultancy;  
Kindly note that if one of the documents listed above is not provided your application will not be eligible.