



Notice of call for expressions of interest to establish an EUAA list of external remunerated experts

Reference: EUAA/MLA/2024/CEI/0023

ANNEX I

EXTERNAL EXPERTS' FIELDS AND REQUIREMENTS

(Sub) Area	Field	Topic	Expected tasks	Profile requirements
I.a	International protection	Fundamental rights, EU and international law and examination of asylum applications	<p>Provide expertise, technical assistance during activities within countries operations or during activities and trainings organised by EUAA, including delivery of presentations, briefings, workshops, liaison with relevant stakeholders, development of assessment reports, recommendations, and support in the design, development and delivery of trainings.</p> <p>Provide expertise, technical assistance on specific EUAA products, tools, processes, studies, analysis and research</p>	At least 6 years of proven remunerated professional experience in the area of fundamental rights, EU and international law and examination of asylum applications
I.b	International protection			



		<p>Access to the Asylum Procedure including registration of applications for international protection “screening” and “accelerated/border procedures”</p>	<p>Provide expertise, technical assistance during activities within countries operations or during activities and trainings organised by EUAA, including delivery of presentations, briefings, workshops, liaison with relevant stakeholders, development of assessment reports, recommendations, and support in the design, development and delivery of trainings.</p> <p>Provide expertise, technical assistance on specific EUAA products, tools, processes, studies, analysis and research</p>	<p>At least 6 years of proven remunerated professional experience in the area applied for either as registration officer, case officer, quality assessor, process manager, advisor in the field of access to the asylum procedure and registration and/or lodging.</p>
I.c	International protection	Dublin procedure	<p>Provide expertise, technical assistance during activities within countries operations or during activities and trainings organised by EUAA, including delivery of presentations, briefings, workshops, liaison with relevant stakeholders, development of assessment reports, recommendations, and support in the design, development and delivery of trainings</p> <p>Provide expertise, technical assistance on specific EUAA products, tools, processes, studies, analysis and research</p>	<p>At least 6 years of proven remunerated professional experience in the area applied for. This must include at least minimum 3 years of experience in processing Dublin procedures, leading the Dublin procedure from a management perspective and/or having specific technical experience in the efficient use of Dublin tools like Eurodac, DubliNet, etc.</p>



<p>I.d</p>	<p>International protection</p>	<p>Reception of applicants for international protection, detention, alternatives to detention</p>	<p>Provide expertise, technical assistance during activities within countries operations or during activities and trainings organized by EUAA, including delivery of presentations, briefings, workshops, liaison with relevant stakeholders, development of assessment reports, recommendations, and support in the design, development and delivery of trainings.</p> <p>Provide expertise, technical assistance on specific EUAA reception or detention or alternatives to detention products, tools, processes, studies, analysis and research</p>	<p>At least 6 years of proven remunerated professional experience in the area applied for. The expert must have proven experience in reception or detention from a management perspective and/or having specific technical experience in reception or in fields related to reception like management of capacity, contingency planning, special reception needs for vulnerable categories etc.</p> <p>And/or proven experience in detention or alternatives to detention of applicants for international protection.</p> <p>And/ or proven experience of the use of reception related tools, guides such as the EUAA guide on reception conditions: operational Standards and Indicators etc.</p> <p>And/or proven experience in the reception of applicants for international protection, including persons with special needs, like unaccompanied children, disabilities, mental health problems, victims of torture, trafficking, FGM, gender, related persecution, etc.</p>
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<p>I.e</p>	<p>International protection</p>	<p>Vulnerable groups including children, victims of trafficking in human beings, gender related persecution (SOGI, FGM), health, mental health, victims of torture or violence, elderly people and other vulnerabilities "screening/identification; assessment of special needs and referral"</p>	<p>Provide expertise, technical assistance within countries operations or during activities and trainings organized by EUAA, including delivery of presentations, briefings, workshops, liaison with relevant stakeholders, development of assessment reports, recommendations, and support in the design, development and delivery of trainings.</p> <p>Provide expertise/technical assistance on specific EUAA vulnerability products, tools, processes, studies, analysis and research</p>	<p>At least 6 years of proven remunerated professional experience in the area applied for.</p> <p>The expert must have proven experience in delivering services and guidance related to vulnerable groups and their special needs.</p>
<p>I.f</p>	<p>International protection</p>	<p>Third Country Cooperation</p>	<p>Provide expert legal review and guidance, including the development of Standard Operating Procedures (SOPs) and Working Instructions related to migration (management (asylum and reception)</p> <p>Provide on-job-coaching across various stages of the asylum procedure and support the development of legal guidance of the five grounds of the UN Refugee Convention/CEAS.</p> <p>Conducting research and drafting of reports or analyses</p>	<p>At least 6 years of proven remunerated professional experience in asylum and reception management, including vulnerable groups.</p> <p>Experience in conduction legal reviews and translating migration-related legal frameworks into operational practices, including drafting and implementing SOPs and Working instructions; asylum case management experience, and/or reception management including work with vulnerable groups.</p> <p>Extensive experience in asylum procedures and legal coaching, with specific expertise in interpreting and applying the five</p>



			Support in delivering presentations or training sessions	grounds of the UN Refugee Convention and preferable the CEAS. Support in research and drafting of reports and analyses and experience in working in partner with Third Countries. Preferable international cooperation experience and/or knowledge of local languages spoken and asylum/reception systems of Thirds Countries as per EU external cooperation priorities (such as MENA, Western Balkans, Turkey and others)
I.g	International protection	Asylum and reception systems: Institutional, organisational and/or legal frameworks enhancement or reforming, including process management, change management, operational management, etc.	Support with analysis and assessment of reception/asylum systems with the aim of enhancing or reforming the institutional, organisational and legal framework including strategic guidance, liaising with relevant stakeholders. Support in the design, development and delivery of training	At least 6 years of proven remunerated professional experience in the area applied for, specifically in the area of Asylum processes, Reception, Vulnerable groups, Return, Detention and Integration
I.h	International protection	Resettlement and humanitarian admission	Support to the development, assessment, and analysis of resettlement and humanitarian admission programs (or other complementary pathways to protection) at all stages of the process (including referral, identification, registration, assessment, selection modalities,	At least 6 years of proven remunerated professional experience in the area of resettlement or humanitarian admission. Knowledge of UNHCR resettlement procedures, or of EU+ countries selection criteria and procedures for the admission of persons in need of international protection



			information provision, reception, monitoring & evaluation). The support may also be linked to digital innovations linked to the aforementioned or to support in the design, development and delivery of trainings	
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I.i	International protection	Monitoring	Quality/auditing to join monitoring teams	At least 6 years of proven remunerated professional experience in the area of monitoring/quality
I.j	International protection	Information provision (development, design and delivery)	Support the analysis, development and/or update of relevant EUAA or MS information provision material and support the assessment of information provision needs in the field of asylum, reception, vulnerabilities, resettlement and/or return. Support in the design, development and delivery of trainings	At least 6 years of proven remunerated professional experience in the area of information provision
I.k	International protection	Assessment of reception conditions/site assessment and site design	Support the assessment of reception conditions according to EUAA standards and indicators and in line with EUAA ARC methodology	At least 6 years of proven remunerated professional experience in the area of assessment of reception conditions/site assessment and site design



<p>II.a</p>	<p>Country of Origin Information (COI)</p>	<p>Country-specific or topic-specific knowledge regarding the socio-economic, legal, political, human rights, conflict, security, or humanitarian situation in one or more countries of origin or transit of applicants for international protection. Country-specific or topic-specific knowledge regarding the situation of affected profiles in one or more countries of origin or transit of applicants for international protection</p>	<p>Provide up-to-date information and insights, share knowledge and research findings about II. a topic on occasion of COI activities organized by the EUAA, including network meetings, conferences, briefings, workshops, webinars, and panel discussions</p>	<p>At least 6 years of proven remunerated professional experience for the relevant COI area of expertise. For the calculation of the total number of years of experience, PhD studies and field work, including non-remunerated professional academic work (as demonstrated by relevant publications and contributions/presentations to conferences/seminars) can be considered</p>
<p>II.b</p>	<p>Country of Origin Information (COI)</p>	<p>COI methodology, research, analysis and tools</p>	<p>Provide expertise and advice, technical assistance, feedback and reviews on specific EUAA COI products, tools, processes, studies, or analyses, including on COI research, methodology, and COI trainings' design, development and delivery. Tasks under Area II.b can be performed on occasion of EUAA events and activities, including meetings, conferences, webinar, workshops, and panel discussions, as well as other ad-hoc requests</p>	<p>At least 6 years of proven remunerated professional experience in the area II.b For the calculation of the total number of years of experience, PhD studies, including non-remunerated professional academic work (as demonstrated by relevant publications and contributions/presentations to conferences/seminars) can be considered</p>



<p>III.a</p>	<p>Program administration and project management</p>	<p>Programme administration and project management</p>	<p>Provide expertise / technical assistance in programmes and projects throughout their whole lifecycle, participate in cost estimation and budget development, analyse and manage project risks, support the monitoring activities, manage project/programme evaluation, draft needs assessment documents, feasibility studies, SWOT analysis, and manage reports and necessary project documentation</p>	<p>At least 6 years of proven remunerated professional experience in the areas listed in 'expected tasks.'</p>
<p>III.b</p>	<p>Program administration and project management</p>	<p>Contingency planning, preparedness, change management in administrations/institutions; project management and support</p>	<p>Provide expertise in drafting and/or reviewing national contingency plans for asylum and reception authorities, Leading and organising workshops and working groups with relevant stakeholders to develop contingency plan (or preparedness measures) organising simulations and testing exercise</p> <p>Contribute to the design and establishment of EUAA's methodological frameworks on preparedness and contingency planning.</p> <p>Contribute to enhance the timely preparedness and effectiveness of EUAA's operational and technical support through the development</p>	<p>At least 6 years of proven remunerated experience of contingency planning development or / and reviewing contingency plan and preparedness measures. (includes crisis management expertise)</p> <p>Professional experience in the migration and/or asylum area and related legislation, instruments and tools</p> <p>Professional experience in representation and leading WG</p>



			<p>and implementation of relevant guides, procedures, and workflows. Provide expertise in developing/reforming entire or parts of asylum or reception models and managing change in asylum and/or reception authorities</p>	
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<p>IV.a</p>	<p>Adult learning, pedagogy, e-learning design and coaching. Analysis and research</p>	<p>Adult learning, pedagogy, e-learning design and coaching. Analysis and research</p>	<p>Research, Analysis, Design and Development tasks to provide expertise in the area of training needs assessment, training evaluation, training impact, adult learning methods and practices, training content design, learning design and learning technologies and coaching. Support in the delivery of training sessions and European Asylum Curriculum modules</p>	<p>At least 6 years of proven remunerated professional experience in the area of training needs analysis and/or training design and/or delivery and/or, coaching and/or pedagogical theory and/or adult learning and/or training evaluation</p>
<p>IV.b</p>	<p>Adult learning, pedagogy, e-learning design and coaching. Analysis and research</p>	<p>Scientific research in the field of training and/or education/adult learning, including asylum/reception</p>	<p>Analysis and scientific research, which may include technical assistance, in matters concerning training and adult learning, which may include scientific research into asylum and/or reception</p>	<p>At least 6 years of proven remunerated professional experience in scientific research in matters concerning asylum and/or reception, and a qualification at EQF level 7 or higher</p>
<p>IV.c</p>	<p>Adult learning, pedagogy, e-learning design and coaching. Analysis and research</p>	<p>Academic support in the field of adult learning, in asylum, or reception</p>	<p>Academic support in preparing and delivering high level lectures on asylum and reception and in supervising the preparation of master theses</p>	<p>At least 6 years of proven remunerated professional experience in the topics mentioned in 'tasks', and a qualification at EQF level 7 or higher</p>



<p>V.a</p>	<p>Knowledge management</p>	<p>Knowledge management</p>	<p>Provide expertise/technical assistance on specific subject matters including EUAA tools, processes, studies, analysis and research, change management</p>	<p>At least 6 years of proven remunerated professional experience working in the area of expertise applied for</p>
<p>V.b</p>	<p>Knowledge management</p>	<p>AI: Natural Language Processing, Machine Learning, AI supported data collection//analysis on matters related to asylum, data analytics, data extraction, learner/user performance support, skills practice</p>	<p>Contribute to data collection/analysis/extraction, systematization, on matters related to asylum from Mid to Large volumes of written data (free texts, Focus Group and/or Interview Transcripts, Asylum Interview Transcripts) Applying AI techniques to data or knowledge base to provide insight and personalize learning experiences. Extracting relevant information from texts (content) to inform processes of the EUAA (e.g. situational awareness, training content and curriculum development, etc). Support the implementation of AI applications, such as role playing, chatbots, simulations, coaching in support of EUAA processes (e.g. Open-source intelligence, training and curriculum development, etc.)</p>	<p>At least 6 years of relevant remunerated experience in Natural Language Processing, Machine Learning and other relevant data AI facilitated data analyses.</p>



<p>V.c</p>	<p>Knowledge management</p>	<p>Quantitative Research</p>	<p>Contribute to design and/or implementation of quantitative studies, assisting with output drafting and presentation. Specific tasks could be related to (impact drawing) surveys, questionnaire design, on-line (web) and in-person data collection, recruitment and onboarding of respondents, survey dissemination/promotion, hard-to-reach populations, estimating, sampling and clustering techniques, social network analysis, data visualization, regression analysis, forecasting</p>	<p>At least 6 years of relevant remunerated experience in quantitative methodology/research</p>
<p>V.d</p>	<p>Knowledge management</p>	<p>Qualitative Research</p>	<p>Contribute to design and/or implementation of Qualitative studies, assisting with output drafting and presentations. Specific tasks could be related to interviewing techniques and research, data collection using structured and semi-structured interview techniques, sample recruitment for surveys/ interviews, focus groups discussions, participatory research methods, rapid assessment, KAP (Knowledge Attitude and Practice), hard-to-reach populations and social deviance</p>	<p>At least 6 years of relevant remunerated experience in qualitative methodology/research</p>

