Terms of Reference with specification of inputs for short-term expert assignment

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Development of the strategy and technical specifications for the new enhanced Labour Market Information Management System (LMIMS) in Georgia.

1. Brief information on the project

The global Programme Migration & Diaspora (PMD) promotes the potential of regular migration and diaspora engagement for sustainable development in (actually) 22 countries of the world. The programme is commissioned by the German Federal Ministry for Economic Cooperation and development (BMZ) and is implemented by the Centre for International Migration and Development (CIM), a working group between the German Federal Employment Agency (ZAV/BA) and GIZ.

The framework of the activities is the Global Compact for Safe, orderly and regular Migration and Agenda 2030, as well as the foreseen German Law on the Immigration of Skilled Labour and the German National Action Plan on integration. PMD entails three components, where not all of them are necessarily implemented in all partner countries. The Components of PMD, implemented in Georgia, are:

Regular Migration
- PMD supports employment agencies to improve their advisory services for potential migrants and to provide substantial information on regular and safe migration channels, thus preventing forms of irregular migration.
- Many migrants who have lived and worked in Germany later return to their countries of origin. Local employers can benefit from the knowledge and experience of these returning experts to develop further. The programme supports this know-how transfer with training and salary top-ups.

Diaspora Cooperation
- Migrants in Germany work to foster development in their countries of origin. One option is to undertake assignments as experts for a limited period. The programme helps these diaspora experts contribute their expertise to local institutions.
- The programme supports diaspora organisations which work with local partner organisations to implement their own projects. Dialogue forums with the diaspora are used to encourage engagement in development in the countries of origin.

Migration Governance
- The programme advises governments and international partners on policy, organisational and strategy development, related to migration. It provides training and policy advise to these institutions, for building the capacities of their staff and promote the development and implementation of future-proof migration policy. This takes place in the framework of the Global Compact for Safe, Orderly and Regular Migration, which was adopted by the United Nations in 2018.

Promoting positive effects of migration by ensuring a balance of interests, is the guiding principle of PMD. Overall objective of the programme is to support key actors in the partner countries, to make more effective use of the potential, which regular migration and diaspora engagement offer, for achieving their development goals.

2. Context

GIZ PMD component for Regular Migration and Mobility implies supporting the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs (MOHLSa) as well as the newly established State Employment Support Agency (SESA). SESA, with its labour migration division, has a mandate for providing accurate information on regular migration paths, including opportunities and limitations of skilled migration to Germany, to potential migrants. The programme will support SESA in institutional and human capacity development measures, with special emphasis on improvement of advisory services for potential migrants.

The main objective of this assignment is to hire local individual consultant for the development of a strategy and technical specifications for the new enhanced Labour Market Information Management System (LMIMS) in Georgia. It should enhance Georgian labour market's operational effectiveness and strengthen employment activity, as well as improve public access to workforce information. Moving forward in this direction should lead SESA to the qualitative improvement of the existing, but not properly functional WorkNet system. As a primary goal, citizens and all interested bodies need to have access to accurate, up-to-date and well-researched information, to be able to assess labour market and workforce policies in an efficient and effective manner. It is important to get the right labour-market information circulated to the right people, as efficiently as possible, yet still, keep it secure.

LMIMS is considered as a powerful Georgia-wide integrated platform on workforce information workflow management, that can efficiently manage primary service activities to support workforce data exchange capacity and to coordinate different actors and institutions, that produce and utilize labour market information. It is envisioned that the prospective system shall work for both the demand and supply side of labour market, on a real-time basis by providing current information on labour market condition ensuring collation of all the data pertaining to labour market, industries and other sectors of the economy, as well as matching of available skills with existing employment opportunities, and building a solid ground for monitoring and reporting on employment and labour policies.

3. GIZ shall hire the contractor from 20/07/2021 until 20/10/2021

4. The contractor shall provide the following work/deliverables:

The overall objective of the assignment is the development of a **strategy and technical specifications for the new enhanced Labour Market Information Management System (LMIMS) in Georgia.**

The consultant shall work closely with SESA and other key project stakeholders such as labour market policymakers, relevant public authorities, educational institutions, business/private entities, funding institutions, TVET and certification providers, civil society organizations etc.

The scope of assignment includes following tasks and responsibilities:
• Identify the needs in terms of existing infrastructure in SESA;
• Assess existing assets and resources (software systems, hardware, personnel, etc.);

• Assess the functionality of the existing information management and determine how it could be integrated with the labour knowledge management;

• Analysis of existing WorkNet system and possible interconnection with other in-house and external software systems;

• Develop strategic objectives for the new LMIMS software platform;

• Provide observation and normalization of labour data with further workflows structuring, optimization and consolidation;

• Develop a solution architecture using international best-practices and methodologies on drafting a set of business/product requirements (including functional/non-functional specs) and transforming them into ad-hoc technical specs (including Entity-Relationship and UI/UX mockups etc.) applying human, budgetary, timing, legislative, security and other resources allocation needed for successful LMIMS realization;

• Develop project management framework including project roadmap, life-cycle strategic planning, budgeting frameworks, quality standards and management concepts;

• Specify recommendations on software, hardware and networking infrastructure required for the development and deployment of the product;

• Review a necessary computing and communication infrastructure that will ensure the proper functioning of the LMIMS software medium;

• Grant recommendations on staff skills enhancement through workshops/training in line with strategic goals of the entire assignment;

• Design the Terms of Reference (TOR) paper for the company to be engaged by SESA in software medium development with recommendations on further detailed technical analysis based on software development platform selected;

• Preparation of the final TOR document (agreed with SESA), required for the selection of consulting company responsible for further development of LMIMS.

5. Results

Written **ToR** (in English language) describing complete architecture and details of future LMIMS IT system in

Georgia (including technical specification and **deliverables listed under paragraph 4** of this document), as well the

implementation strategy and approach of LMIMS development, is elaborated, quality assured and available for

further use, in tendering process for IT development company, tasked to program new LMIMS.

6. Qualification of the tender participant and other requirements (incl. required documents):

The shortlisting criteria for the tender participants are:

• General description: IT Expert with in-depth experience in business analysis and system architecture and in designing and implementing complex IT systems/solutions;

• Education: advanced university degree (at least Master's degree or equivalent) in Computer Sciences, Information Technology, ICT in Public Administration, or other related areas;

- General professional experience in ICT, of at least 15 years. At least 10 years of experience in:
  - designing, deployment and management of e-government projects,
  - designing/developing ICT architectures, requirements gathering, integration ICT projects and testing,
  - substantial project management and organizational change expertise, in particular, demonstrable experience in organizational ICT strategy planning and system document development,
  - proven experience in developing system requirements and technical specifications for software application development and TORs drafting for complex IT assignments,
  - expertise in managing large public sector ICT projects;

- Specific assignment related professional experience and skills:
  - familiarity with internal governmental processes and reform of government services,
  - experience in working with public sector,
  - knowledge of enterprise architecture, business process analysis, project management, international standards and control frameworks/methods such as Agile, Business Process Model and Notation (BPMN), Prince2, CobiT, ITIL and ISO 2700x / 900x or similar,
  - experience in communication with high-ranking officials,
  - experience in delivery of training;

- Language Skills: fluent oral and written in English and Georgian;

- Experience with the design of labour market information management systems (or other comparable experience) would be an advantage;

The tender participant shall submit CV, including detailed description of experience (corresponding to the selection criteria, listed above) and references to the executed projects, together with the technical proposal;

8. Special requirement

Except of the technical offer, the bidder shall submit separate financial offer (according to the tender announcement).

Proposed gross budget (including all taxes and pension contribution) **shall not exceed 47.000 GEL**.