



**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**  
Centre for International Migration and Development (CIM)  
Dag-Hammarskjöld-Weg 1-5 • 65760 Eschborn • Germany  
Internet: <http://www.cimonline.de>

## Application for the placement of an integrated expert

### Applicant

Name of your organisation:	Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia
Country and place of assignment for the integrated expert:	Georgia, Tbilisi, 144 Ak. Tsereteli ave
Job title of the position to be filled:	Non-staff public servant

### Contact person in your organisation

Name:	Elza Jgerenaia
Position:	Head of Labour and Employment Policy Department
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## 1 Information about your organisation

### 1.1 Facts

Location of your registered offices:	Georgia, Tbilisi, 144 Ak. Tsereteli ave
Year established:	Since 1991 (the year of independency)
Total number of staff:	350

### 1.2 Objectives

What objectives does your organisation pursue?

Elaboration and implementation of the state policy in the field of labour, health, social assistance and IDPs

What role does your organisation play at international, national, regional and/or communal level?

Representation, cooperation, coordination, implementation and monitoring of all state issues within the ministry's mandate from international to communal level.

With which other national/international organisations do you cooperate?

Ministries, state entities, NGOs as well as international organizations (ILO, IOM, ICMPD, GIZ, World Bank etc.)

### 1.3 Type of incorporation

☒ public ☐ private (non-profit/public benefit) ☐ private (for profit)

### 1.4 Finances

Please name the organisations that contribute to your institution's financing:

- international
- governmental  
State budget
- private
- others

What was your total budget amount (for private enterprises: turnover) for last year, including salaries?

3,528 Billion GEL

## 2 Information about the position to be filled

### 2.1 For which branch/department are you requesting the integrated expert?

Name of the branch/department:

Labour and Employment Policy Department

Postal address (only relevant if different from that of your registered office):

Responsibilities of the branch/department:

Promotion and support of employment, regulation of labour migration, labour relations, tripartite social partnership

Number of staff in the branch/department:

14

### 2.2 Position to be filled

Is this a newly created position?

☒ Yes ☐ No

What efforts have you made to find a local expert to fill the position? Why do you require the position be filled by a foreign expert?

Regulation and management of labour migration is a new issue in Georgia. National expertise in this field is rare.

Who is the expert's direct supervisor for *disciplinary* and *professional* matters?

Disciplinary supervisor:

Name: Ms. Tamila Barkalaia

Position: Deputy Minister

Telephone: +995 322 51 0029  
+995 599 281 281 (mobile)

Fax:

Email: tbarkalaia@moh.gov.ge

Skill professional supervisor / contact person:

Name: Elza Jgerenaia

Position: Head of Labour and Employment  
Policy Department

Telephone: +995 591 22 11 00  
+ 995 32 251 0011 (1502)

Fax:

Email: ejgerenaia@moh.gov.ge

With whom will the integrated expert work directly?  
(Number of colleagues and their qualifications)

Deputy Minister

Head of Labour and Employment Policy Department

Will the integrated expert be assuming management responsibility?

☐ Yes ☒ No

If so, for how many staff members?

What level of education/training do these staff members have?

Will the integrated expert assume budget responsibility?

☐ Yes ☒ No

If so, for what amount?

## 2.3 Workplace equipment and business travel

Please give detailed information on the equipment at the integrated expert's workplace.  
(e.g. office equipment, computer, library, laboratory, workshop, machinery, etc.)

☐ individual office ☒ open plan office ☒ own computer  
☒ printer ☒ telephone ☒ internet access  
☐ other. Please list:

*Please note that you must bear all running costs for telephone and internet arising at your organisation in connection with the integrated expert's work.*

Do the integrated expert's duties require business travel?

☒ Yes ☐ No

If so, are sufficient resources (vehicle and/or budget) available for this?

☒ vehicle ☒ budget for business travel

*Please note that you must bear the expenses of business trips undertaken by the integrated expert for your organisation.*

## 3 Objective of the integrated expert's assignment

*The following information is an important basis for the integrated expert's assignment and for the 'agreement on results' that you and the integrated expert will commit to after the assignment begins.*

### 3.1 Planned change in your organisation (result at the organisational level)

**What change in your organisation do you wish to accomplish with the integrated expert within the term of the employment contract (usually an initial term of two years)? What indicator can be used to measure this change?**

*Please discuss this point with your GIZ contact person. By submitting this application, you declare that you will promote the achievement of the planned change in your organisation to the best of your ability.*

*Please write one sentence each using the example as a guide. For the indicator, please state a base value for the current situation, a target value for the end of the assignment and a source to measure the values.*

**Example of a change in an organisation (in this case, a local chamber of commerce)**

The services in the field of renewable energies offered by the chamber of commerce have been sustainably improved.

**Example of an indicator to measure this change**

**Example 1**

The satisfaction of the members of the chamber of commerce with the content of renewable energies courses and services for companies has increased by one point on a scale from 1 to 5 (Baseline value: 3.5 in December 2012. Target value: 2.5 in December 2014. 1=highest satisfaction, 5=not at all satisfied. Source of verification: annual member survey currently conducted).

**Example 2**

The number of renewable energies services offered to enterprises by the chamber of commerce has increased from one to three (Baseline value December 2012: one renewable energies service. Target value: three services in December 2014. Source of verification: assessment of the announcements of services offered).

Planned change in your organisation:

The Department of Labour and Employment Policy has established an effective risk management system which significantly mitigates risk factors of all labour migration related activities which fall under the domain of the ministry.

Indicator to measure this change:

1. Potential risks with regard to migration which fall under the domain of the ministry are identified, analysed and prioritized. (Baseline: 1 analyzed; target: at least 5 analyzed; assessment: risk analysis document)
2. Measures to mitigate these risks are proposed and collaboratively developed. (Baseline: 0 measures developed; target: 3 developed; assessment: established risk registry, amended policies, systemized reporting and documentation)
3. By capacity building relevant staff members are enabled to implement all risk management measures towards relevant stakeholders (Baseline: capability of staff members increases by at least 2 points on a scale from 1 to 5; 1=low capability, 5=highest capability; baseline: 1 capability; target: 3 capability; assessment: annual survey conducted)

### 3.2 The integrated expert's primary tasks

**What tasks is the integrated expert to carry out during the term of assignment in order to contribute to the change designated in No. 3.1 above?**

Please use the example below as a guide and describe four to five of the integrated expert's most important tasks as tangibly and specifically as possible. Weight the tasks according to their importance.

**Examples of tasks**

1. Design and ensure the quality of services related to renewable energies, including an e-learning course on energy efficiency for enterprises (40%)
2. Train the staff to draw up a concept for sustainable financing of the chamber of commerce's services (25%)
3. Draw up position papers for the chamber to contribute to public hearings with the goal of improving political and economic conditions (15%)
4. Organise and accompany delegations to trade fairs and conventions to identify suitable ones (10%)
5. Identify and contact other chambers / professional associations as potential partners for the chamber e.g. to jointly stage events (10%)

Planned tasks:

1. Analysis and prioritization of risks

Breakdown

30 %

Planned tasks:	Breakdown
2. Proposing and developing measures to mitigate risks	25 %
3. Establish reporting and documentation system of risk management measures for different stakeholders	20 %
4. Support the development of proposals for amendment of policies by examining statistical data and laws and by interacting with field experts and stakeholders.	15 %
5. Analysis of content and scale of risk registry and development of ToR for short-term expert to develop data management system	10 %
<b>Total</b>	<b>100 %</b>

#### 4 Qualifications of the integrated expert

*Please define as precisely as possible what qualification profile the integrated expert should have so that we can find the most suitable candidate for you.*

##### 4.1 Education/training

Master Degree in Social Sciences and/ or Risk Management

##### 4.2 Professional experience

Minimum 5-10 years experience in research on and implementation of migration-related risk management

##### 4.3 Additional special know-how, skills and/or experience (location and work-related)

Strong planning- and organising-skills with ability to solve problems.

Strong command of various analysis and reporting tools – command of SPSS would be an asset.

##### 4.4 Personal characteristics (soft skills)

Capability to work independently and to cope with different responsibilities.

Confidence to relating with a range of people, motivating and engaging them in various processes.

##### 4.5 Language

*Please specify the languages required and rate them on a scale of 1 to 5.  
(1 = basic knowledge; 5 = excellent ability).*

Language	Reading ability	Writing ability	Speaking ability
English	5	5	5
Russian (desired)	4	4	4

Language	Reading ability	Writing ability	Speaking ability

## 5 Conditions of the integrated expert's employment contract

### 5.1 Contractual terms

Desired starting date: July 2019

Please note that it can take an average of six to nine months from the application date to place an integrated expert.

Anticipated duration of contract (initial contract usually 24 months): 12 months with desired prolongation for at least 12 more months

Can your organisation issue an employment contract for the entire term of the contract?

☒ Yes ☐ No

If not, what is the maximum contract term?

Possibility of prolongation of contract: yes

Number of days of paid leave (at least 25 working days per year): 24 working days

Number of hours to be worked per week: 40

Working days: 5

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Termination notice period (in months): 1 month

Will you (the organisation submitting this application) be signing the employment contract?

☒ Yes ☐ No

If not, what other institution (office/person) will sign it?

### 5.2 Salary

The salary stated here must correspond to the salary structure in your organisation.

What is the integrated expert's annual gross salary? In which currency?

7.200 GEL

What is the integrated expert's monthly gross salary? In which currency?

600 GEL

Benefits

(e.g. leave allowance, further salaries, rent subsidy, food subsidy, and transportation cost subsidy)?

☐ Yes ☒ No



If so, specify.

Amount of each benefit

### 5.3 Other benefits provided to the integrated expert

What contribution will you make towards the international travel expenses?

☐ outward journey to your country ☐ homeward journey ☐ interim leave ☐ including family members

In what form will the payment be made?

☐ prepaid ticket ☐ reimbursement of vouchers ☐ flat contribution toward travel expenses of:

Will your organisation assume the international transportation costs for household goods?

☐ outward journey to your country ☐ homeward journey ☐ including family members

In what form and amount will the payment be made?

Can your organisation provide housing?

☐ Yes ☒ No

How much rent must the integrated expert pay for it?

Or can you provide assistance in finding housing?

☐ Yes ☒ No

## 6 Procurement of residence and work permits for the integrated expert

*As the employer of the integrated expert, you are responsible for procuring the necessary residence and work permits. In many countries, GIZ's local offices can provide support.*

### 6.1 Residence permit

Where do you have to apply for a residence permit (authority)?

GIZ takes the issued employment contract to Public Service Development Agency.

What documents are required from the integrated expert?

Employment contract

What procedures must be followed and what is your estimate of the time required for the process?

Electronic card of working and residence permit is issued after 30 days

## 6.2 Work permit

Where does the application for the work permit (authority) have to be made?

see above

What documents are required from the integrated expert?

What procedures must be followed and what is your estimate of the time required for the process?

## 6.3 Importation and customs clearance of household goods and vehicle

Can you provide assistance to the integrated expert with the import and customs clearance of household goods and vehicle?

☒ Yes ☐ No

If so, how?

GIZ approaches the Public Service Development Agency.

What are the regulations?

## 7 Living conditions

### 7.1 Residence

Is renting an apartment or house for foreigners

☒ easy or ☐ difficult

What is an average monthly rent?

furnished: 1.000-1.500 USD unfurnished: 600-800 USD

### 7.2 Educational facilities

What German language or international educational institutions are there?

Kindergarten ☒ German language ☒ international, language: English

Preschool ☒ German language ☒ international, language: English

Primary school ☒ German language ☒ international, language: English

Secondary school ☒ German language ☒ international, language: English

Up to what school year? 12

Type of leaving certificate: Abitur

### 7.3 Supply situation

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How is the situation regarding the supply of

food: excellent

consumer goods: excellent

electricity: excellent

water: excellent

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### 7.4 Additional useful information for the integrated expert

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General information:

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How did you find out about the possibility of having an integrated expert placed by GIZ?

Cooperation with GIZ representatives

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## Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia

(Name of the organisation submitting the application)

hereafter referred to as the **applicant**

hereby applies to

## the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH<sup>1</sup>

hereafter referred to as **GIZ**

for the placement of an integrated expert subject to the following conditions:

### 1. Regarding GIZ

- 1.1 GIZ shall advise the applicant on the assignment of an integrated expert. In the context of CIM, a joint operation of GIZ and the Federal Employment Agency (BA)], it shall recruit one or more suitable candidates from the German/European labour market and propose such candidate(s) to the applicant for the position of the 'integrated expert'.
- 1.2 GIZ shall not be permitted to assert any claims against the applicant for remuneration or reimbursement of expenses in the context of advising on and/or placing an integrated expert.
- 1.3 GIZ shall not be liable for successful placement or compensation for damage in the event of unsuccessful placement.
- 1.4 In addition to the local salary paid by the applicant, GIZ shall pay the integrated expert a monthly subsidy in order to raise the integrated expert's total income to a customary European level, provided that the applicant consents in writing to a proposed candidate and enters into a contract of employment with the candidate.
- 1.5 GIZ receives most of the funds for integrated experts from the German Federal Ministry for Economic Cooperation and Development (BMZ) and must give an account of their use to BMZ in regular reports. GIZ must provide evidence of what objectives in the applicant's organisation have been achieved by assigning the integrated expert.

### 2. Regarding the applicant

- 2.1 The applicant hereby declares that the information provided in the attached questionnaire is true and correct and acknowledges that this information constitutes the binding basis for cooperation with GIZ. If changes occur to the information given and/or benefits offered by the applicant in the questionnaire before or during the integrated expert's assignment, the applicant shall immediately inform GIZ thereof and consult with GIZ about the further procedure.
- 2.2 The applicant hereby declares that after providing written approval of a proposed candidate, it will enter into a local employment contract with this candidate according to the specimen provided for the stipulated term and will pay the integrated expert the monthly local salary as stated in the questionnaire. The applicant is aware that entering into a contract of employment with the integrated expert is a prerequisite for support from GIZ.
- 2.3 The applicant is responsible for procuring work and residence permits for the integrated expert and for bearing any and all costs associated with such permits.
- 2.4 The applicant undertakes to provide the integrated expert with the infrastructure necessary to perform his/her duties, including but not limited to providing the minimum workplace equipment in keeping with local standards.
- 2.5 The applicant hereby declares that the objective of the integrated expert's assignment and the corresponding indicator to measure the achievement of such objective (see No. 3.1 of the questionnaire) has been determined in consultation with GIZ and undertakes to promote the achievement of such objective to the best of its ability, including but not limited to regular consultation with GIZ.
- 2.6 The applicant undertakes to report to GIZ on the progress made towards the achievement of the assignment's objective. The applicant expressly consents to GIZ's use of the information provided by the applicant to report to BMZ and/or other commissioning parties (see No. 1.5 above).

<sup>1</sup> The GIZ organisational unit CIM is a joint operation of GIZ and the German Federal Employment Agency (BA). As a joint operation, CIM does not enter into legal transactions directly with third parties itself but operates solely through GIZ.

- 2.7 The applicant undertakes to jointly define the planned results of the assignment with the integrated expert within the context of an agreement on results three months after the assignment begins.
- 2.8 The applicant undertakes to release the integrated expert from her/his duties for meetings and activities to improve coordination of the various measures and programmes of German development cooperation and to confer with other experts. The applicant shall be informed of such planned meetings and activities in a timely manner by the integrated expert.
- 2.9 The applicant hereby acknowledges that, in the event of a crisis – such as a violent conflict, an act of terror or a natural disaster – the integrated expert is integrated into German development cooperation's security network and measures and must act in compliance therewith.
- 2.10 The applicant is aware that failure to comply with the stipulations of Nos. 2.1 to 2.9 of this Application can result in the termination of GIZ's placement efforts or to premature termination of the assignment of the integrated expert.

The declarations made in Nos. 1. and 2. of this Application shall become binding as soon as GIZ declares to the applicant in writing that the Application has been accepted and the placement process has begun.

To enable the verification of the eligibility of this Application for the placement of an integrated expert, the following documentation must be submitted to GIZ:

- ☐ Application completed in full, signed and stamped
- ☐ Organisation chart of the applicant's organisation
- ☐ Specimen contract of employment

Name: Tamila Barkalaia

Position: Deputy Minister

5 November, 2018  
Place, date

  
Signature and stamp of the employer

