

Job Announcement

**Terms of Reference**

*for*

**IT Expert on employment registration platforms and procedures for seasonal workers in Albania**

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation since 1995.

For the last 3 years Co-PLAN, has been engaged in pushing forward a potential reform on seasonal worker’s issues in Albania, through “Better employment conditions for Seasonal Workers in Albania”, a project financed by the German Federal Ministry for Economic Cooperation and Development (BMZ), through the GIZ programme “Open Regional Fund for South East Europe – Modernization of Municipal Services”.

**Context**

The IT Expert will be engaged as part of the “Better employment conditions for Seasonal Workers in Albania”

***The overall objective of the project is to increase seasonal worker’s engagement in the labour market in Albania and provide them with better employment opportunities through an electronic registration system.***

In this context the project focuses in two main pillars:

1. Facilitate and coordinate the processes of the Country Working Group in order to improve Policy Making and the Legal framework related to labor issues and specifically those of seasonal workers in Albania by assessing, revising and giving specific recommendations on the identified regulations;
2. Asses, Improve and adapt the existing e-registration system in Albania for seasonal workers related issues and requirements, through development of software’s solutions (based on specifications) for the e-registration platform.

**Details and scope of activities**

Development and implementation of new regulatory frameworks that regulate “seasonal worker’s engagement” as a specific type of labour, requires adaptation and amendments with regards to registration platforms as well.

In this framework the consultant/expert is expected to prepare technical specification for software adaptation or development that will facilitate new employment registration model for seasonal workers. The baseline for the specifications is the Business Process Analysis Document, prepared in the frame of this project, where a preliminary screening of existing IT systems is presented and a general idea on a future registration system is already provided.

The technical specification document to be provided by the Expert should include: 1) screening of data on the functional specification of the existing software for registering employees in Albania in close collaboration with the ICT office of General Tax Directorate, 2) information and business infrastructure design set, and 3) preparation of ToR for the adaptation/development of software for e-registration platform for seasonal workers.

Focus of software solutions will be to introduce/facilitate implementation of a system of e-registration of seasonal workers, as well as additional integration of IT systems and data exchange between key institutions in Albania. The e-registration system implemented in Serbia for the registration of seasonal workers, could serve as a baseline for explicit specifications.

In this regard, key activities *(under working package 3, of the project)* will include:

**(3.1) Prepare technical specifications (ToR) for adaption/development of software for e-registration of seasonal workers, which will include:**

* Work closely and in collaboration with the relevant IT department in the relevant institutions (through interviews/questionnaires) for the screening of data on the functional specifications of the existing software(s) for registering employees;
* Assess possibility to use the Serbian-based software and provide go/ no-go response, and evaluate specific technicalities to be used in the adaptation of the system in Albania.
* Liaise closely with institutional stakeholder’s and project’s experts in order to collect relevant information for drafting technical specification and exchange information related to the expected functionalities of the future software solution, based on business process analysis and recommendations done as part of the Project.
* Prepare detailed technical specifications based on analysis and functional requirements set in legal/business process analysis. In case this is applicable, technical specification should include a mobile app as an addition to the software.
* Verify technical specification with Country Working Group, local organisation and GIZ teams and revise specification accordingly
* Present final analysis and technical specification to stakeholders, GIZ and project team and the Country Working Group.

**Outputs\***

* Analysis of existing e-registration systems and recommendations for interoperability with the e-registration platform for seasonal workers
* Technical specification of the IT solution for seasonal workers’ registration
* Presentation of analysis and technical specification to CWGs and project stakeholders

**Provisional timeline**

Up to 15 working days

**Qualifications and previous experience**

Prospective candidates should possess the following qualification and experience:

* Proven expertise in development of information systems and technical specifications for software development
* Excellent written communication skills (Both English and Albanian)
* Previous experience in business/requirements analysis and specification writing (at least 1 project successfully implemented for the government/public sector)
* Please provide references to other similar works (short project description and role, responsible reference person).

**Application procedure**

To apply for this position please send the following:

* CV (euro-pass)
* Your financial offer as the expert fee / working day for the assignment

**Applications are accepted until April 28th 2023, 17:00h.**

Co-PLAN, Institute for Habitat Development is an equal rights and opportunities employer. Short-listed candidates will be contacted for the 2nd stage of the selection process.

All applications are to be sent to: [fiona\_imami@co-plan.org](mailto:fiona_imami@co-plan.org), and/or co-plan@co-plan.org