



**IOM International Organization for Migration
OIM Organizația Internațională pentru Migrație**

Project “Combating Irregular Migration and Transnational Crimes through Enhancing Institutional Capacity of the Bureau of Migration and Asylum (BMA) in Moldova”

TERMS OF REFERENCE

“Training on Identity Documents Security for the staff of the Bureau of Migration and Asylum”

Overview: Within the framework of the INL funded project “Combating Irregular Migration and Transnational Crimes through Enhancing Institutional Capacity of the Bureau of Migration and Asylum in Moldova”, IOM is supporting the Bureau of Migration and Asylum (BMA) of the Moldovan Ministry of Internal Affairs (MIA), as the main agency dealing with migration management in Moldova, in restructuring and enhancement of its operational capacities for a proper handling of its competences, especially in the area of counteracting irregular migration. This support is meant as an important prerequisite for combatting transnational crime such as human smuggling and trafficking, terrorist threats, and identification and interception of foreign fighters while supporting Moldova’s overall capacity to ensure regular movement of Moldovans and foreigners through Moldovan borders and territory. One of the most important aspects of this activity concerns the acquirement and development by relevant BMA staff of the necessary knowledge and skills for proper analysis and examination of Security Documents (identity and travel). This in turn will facilitate proper identification of foreigners who come to the attention of BMA as well as of possible identity document (ID) fraud. The problem of identity and travel document fraud has come under the spotlight, especially in the context of the recent terrorist attacks in Europe and current migration flows. All this requires consistent training on the most effective document examination techniques, targeting relevant staff of the BMA working in the domain of preventing and combating irregular stay of foreigners in Moldova and possible threats to national and regional security that such irregular stay could imply.

Objective: As the UN migration agency, IOM recognizes its responsibility to act with its partners in the international community to assist migrants and governments in addressing migration issues. In all aspects of its work, IOM is committed to working towards effective respect for the human dignity and well-being of migrants. This commitment is reflected in the activities of the current project, which aims at supporting the Government of Moldova in the process of restructuring its migration and border management system based on European Union (EU) standards and best practices. The project also strives to assist Moldova in complying with its international and regional obligations, arising mainly from the proximity of the EU border and Moldova’s European aspirations. The respective obligations include, among others, the need to strengthen the capacity of the Government of Moldova through targeted training exercises in the field of prevention and combating of irregular migration and transnational crime with the aim to implement a comprehensive, state-driven response to existing and potential migration management challenges. In this regard, a significant importance has to be attributed to the efficient identification of identity and travel document fraud committed by various categories of travelers passing the Moldovan border. ... The enhancement of this knowledge and skills would ensure document security and a more efficient prevention and disclosure of delinquency and crimes in Moldova, including transnational crimes such as human smuggling and trafficking, terrorist threats etc.

Justification: Moldova has achieved a free visa regime and entered into an association agreement with the EU, thus committing to a number of obligations that require further democratic reforms. In order to complement these initiatives and support the progress in combating irregular migration in the country, the current project will focus on addressing the systemic elements of raising the operational capacity of the BMA, one of the main state actors in the domain alongside the Border Police, Center for Combatting Trafficking in Persons and others. This action will help the BMA to develop the necessary capacity for proper analysis of ID and travel documents, aiming at identification of fraudulent documents used by foreigners and other categories of population in Moldova. This should be achieved through mastering the most efficient modern techniques in the domain according to international and European best practices. This also implies the mandatory respect for human dignity and rights as well as observance of the existing international and national legal provisions on personal data protection.

The necessity for the action stems from the need of Moldova to fulfil of the international commitments in the area of migration and refugees' protection and observation of international norms concerning legal protection of migrants, especially asylum seekers and refugees. In this regard, the main objectives of the 1951 Geneva Convention and Directive 2004/83/CE focus on ensuring that granting of asylum and subsidiary international protection is targeting persons genuinely in need of such protection. However, for deciding on whether an applicant qualifies for international protection status, national authorities have to examine all the given elements of the filed applications, among which the correct establishment of identity and nationality of the applicant based on valid IDs are crucial elements. In that respect, the use of falsified documents creates difficulties in proper identification of the persons and timely reaction of authorities to possible security threats and disclosure of border delinquency and crimes in Moldova. This is why the Moldovan authorities need to enhance their capacity by acquiring necessary knowledge and skills on the best practices on ID security applied in the EU and other countries with developed immigration systems.

The activity will be supported by the development of a training curriculum on ID security and identification of document frauds along with a relevant training methodology intended for further institutionalization within the BMA internal training system. These should serve as important instruments for ensuring the possibility of periodic replication of similar trainings for the BMA staff as well as further tailoring of the training modules to different categories of staff.

The Consultant: IOM is seeking an international Consultant who, under the overall guidance of the Project Manager and direct supervision of the BMA administration, will make a comprehensive assessment of the current state of affairs of the BMA legal and institutional instruments used for proper contribution of the agency to ID security on the territory of Moldova while ensuring full observance of the migrants' human rights and of the personal data security from the side of relevant BMA staff. Based on the assessment's results, the Consultant will develop a consistent curriculum and corresponding training methodology for on job trainings for BMA staff on ID security ensuring techniques.

The basic aspects of the curriculum would primarily focus on the following:

- **Definition of personal identity, ID and travel documents** (passports, national identity cards, residence permits, driving licenses);
- **Definition and core meaning of document security** from the point of view of immigration authorities;
- **ICAO standards and requirements to the security of machine readable travel documents;**
- **Document production and printing techniques:** Security features in travel documents (ink features, security features of paper, photo, laminate etc.); the essence of biometrics various

physical and behavioral biometrics in use and their key qualities; the essence of using biometrics in travel documents as important tool for preventing and detecting document fraud; different methods used to alter ID and travel documents, including biometric vulnerabilities such as ‘face-morphing’ and ‘fingerprint spoofing’ etc.; use of breeder documents for false identities.

- **Document control:** Electronic checks of ID and travel documents and the most advanced examination methods; use of special devices and methods for document control and examination; database checks;
- **International cooperation in the area of ID and travel document security:** How Moldovan authorities could access and use the main international databases on ID and travel documents such as INTERPOL’s Stolen and Lost Travel Documents (SLTD) database (the SLTD database allows officers at border points to directly query travelers’ documents to determine if they have been reported as lost or stolen) and Dial-Doc platform (to check if a travel document is fake through comparison with images of recently detected counterfeit documents provided by countries worldwide), EU online database on false and authentic documents (FADO), EURODAC, and other available databases on IDs, including population registries of individual countries etc.;
- **Recent Developments in Document Security and Biometrics within the EU:** Main features of the recently adopted EC documents on EU response to travel document fraud and the opportunities provided by the EU to third countries on ensuring ID and travel document security;¹

Among special aspects of ID and travel document security, the curriculum and training shall pay due consideration to relevant human rights provisions of the Moldovan legislation alongside relevant provisions of the international legal instruments for promotion and protection of human rights. These include the Universal Declaration of Human Rights (UDHR), the 1990 International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families etc.

The curriculum and training will also pay due attention to the anticorruption dimension. This is an inherent prerequisite for the BMA’s sustainable institutional development and operation according to international standards and best practices as well as for the day-to-day contacts of the BMA staff with different categories of foreigners.

Based on the developed curriculum, the Consultant will conduct three training sessions on the topic in three distinct regions of the country (Center, North and South), according to the distribution of the BMA structures, for up to 20 persons in each region.

The training should improve the awareness of the BMA practitioners of identity fraud. Based on the training, the trainees should become aware of the new tendencies in the rapidly evolving travel document fraud used by criminal networks involved in the falsification and counterfeiting of travel documents, which are constantly developing new forms of forgery techniques to circumvent biometric checks, etc.

The training should provide the trainees with the knowledge of and enhance their ability to identify fraud in ID and travel documents. It should equip trainees with basic skills in using the main document examination devices and methods for first line document control and examination aiming at ascertaining document security threats. These are based on the common security features of the documents, and material and technology weaknesses that could indicate counterfeiting and alteration. The Consultant will develop the training methodology taking into account the most recent guidelines on ID security and

¹ Action plan to strengthen the European response to travel document fraud (COM(2016) 790;

examination, developed by different regional international agencies, such as Frontex and IOM (Passport Examination Procedure Manual).

The training methodology will be organized through an interactive and learner-centered approach while also taking into account different learning styles in order to encourage, to the extent possible, the effective participation of the trainees in the training exercises. It should also strive to empower the participants through creating meaningful and experiential learning opportunities by focusing on developing knowledge, skills and attitudes rather than simply passing on information. This approach shall provide ample opportunities for trainees to express themselves, which is an important key to a successful learning process. Besides, the training should provide an atmosphere of inclusion in which all participants are encouraged to actively take part, thus resulting in fostering a greater sense of ownership from the side of trainees.

During the assessment, development of the curriculum and training delivery, the Consultant will be guided by gender compliance principles and will support the coordination efforts undertaken by IOM and various stakeholders in Moldova to ensure this compliance in their activity.

Working method and partners: The Consultant will carry out the tasks partly as a desk study, based on consultations and discussions with IOM, relevant BMA staff and other officials in Moldova, and partly as a structured on-site assessment and actual training sessions conducted in Moldova.

It is expected that the Consultant will spend up to 30 working days on the project, including up to 15 days (3 visits) in Moldova for the assessment mission and trainings. However, the sequence of the activities and any possible deviation from the established schedule have to be mutually agreed between IOM and the Consultant.

IOM Moldova will arrange for the Consultant the travel and will cover the related costs along with the daily subsistence allowance for a maximum 15 days visit to Moldova according to IOM rates established for the respective months. In addition to this, a competitive all-inclusive fee will be paid to the Consultant. The respective fee will be established based on the Consultant's financial offer, subject to negotiation with IOM.

Inputs: During the period of assignment and provision of relevant services, the Consultant will work in close cooperation with the IOM Moldova Project Team and relevant staff assigned by BMA, the MIA and other relevant agencies and partners involved that will provide various logistical, operational, and liaising supports to facilitate the effective implementation of the activity.

Expected Deliverables:

- 1) Curriculum and corresponding training methodology for on job trainings on ID and travel documents security for BMA staff developed and handed over to IOM and BMA;
- 2) Three training sessions (up to 2 days each) on ID and travel documents security conducted in three distinct regions of the country (Center, North and South), according to the distribution of the BMA structures, for up to 20 persons participating in each training.

Period of assignment: All the services specified in this ToR shall be provided during the period 01 July – 31 July 2017. Upon completion by the Consultant of all tasks hereunder, the Consultant shall submit to IOM a final report on all tasks and activities performed under this ToR until 15 August 2017.

Desired qualification and competences:

- Post-graduate or equivalent qualification/ degree in law, international relations, other social or technical sciences, or an equivalent combination of relevant training and experience;
- At least five years of work experience in the field of training, document security, criminal / forensic investigation, immigration, in an international organization, or a migration management related agency of the EU, EU MS and other countries with an advanced immigration system;
- Proven in-depth knowledge and understanding of the migration management and immigration procedures and practices on the EU and broader international level;
- In-depth knowledge of EU policy and legislation in the area of migration management;
- Knowledge of the migration management (especially immigration) officials' training needs;
- Knowledge of international human rights legislation, standards and practices in the context of migration management;
- Demonstrated knowledge and experience in conducting needs assessments and developing training modules/curricula, training materials etc.;
- Experience in working with governmental institutions and non-governmental organizations;
- Ability to multi-task and work independently;
- Strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good level of computer literacy;
- Good communication and organizational skills;
- Ability to work efficiently even in high-pressure environments;
- High level of discretion;
- Relevant regional and international experience will be an added advantage.

Languages: Good command of spoken and written English is an absolute requirement. Knowledge of Romanian /Russian would be an added advantage.