

Terms of reference (ToR) for Legal affairs consultant recruitment



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I. information General

1.1 Brief information on the project

The objective of the Better Migration Management (BMM) Programme is to improve the management of safe, orderly, and regular migration based on human rights principles, and to support the relevant national authorities in combating human trafficking and migrant smuggling both within and beyond the Horn of Africa region.

The project is funded by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ). The fourth phase of the Better Migration Management Programme (BMM IV) officially commenced on 1 October 2025, building on the achievements of the previous three phases and consolidating approaches that have proven effective. BMM IV aims to strengthen migration management in the Horn of Africa through partnerships with governments, civil society organizations, and regional and international stakeholders.

The programme continues its interventions through two main components:

1. Strengthening institutions in the fight against human trafficking (THB) and migrant smuggling (SoM);
2. Protecting vulnerable migrants and victims of trafficking, while promoting sustainable solutions.

The project is implemented through a partnership between Civipol, the International Organization for Migration (IOM), the United Nations Office on Drugs and Crime (UNODC), and the lead organization, the German Agency for International Cooperation (GIZ). The target countries in the Horn of Africa are Djibouti, Ethiopia, Kenya, Somalia, and South Sudan. In implementing the BMM Programme, GIZ assumes a dual role: coordinating the activities of the implementing partners based on the agreed annual work plan and directly implementing selected programme activities.

1.2. Context

The Republic of Djibouti occupies a strategic position along regional and international migration routes. This situation requires effective management of migration flows as well as strengthened coordination among the various national institutions involved in migration matters.

As part of the implementation of Phase IV of the BMM programme (Better Migration Management), and with the objective of operationalizing the National Migration Coordination Office (BNCM), GIZ and its national partners aim to establish a harmonized system for the management of migration data.

Indeed, during its previous phases, BMM provided institutional support to the BNCM through capacity-building initiatives for its staff and logistical assistance. In order to continue supporting the BNCM in its migration coordination mandate, a needs assessment will be conducted to identify the institutional and legal requirements related to the operationalization and management of its migration databases within the BNCM, and to propose appropriate solutions.

Job Description

Objective:

To support the partners, in addition to capacity-building efforts, this consultancy aims to assess the institutional and legal requirements necessary for the operationalization of a database management system for the National Migration Coordination Office (BNCM) in Djibouti.

Main Tasks

- ☐ Analyze the existing institutional framework related to migration data management;
- ☐ Identify the institutions involved in the collection, management, analysis, and sharing of migration data;
- ☐ Review the legal and regulatory framework applicable to data management, information sharing, and the protection of personal data;
- ☐ Assess the current coordination and data-sharing mechanisms among the relevant institutions;
- ☐ Identify needs related to governance, organizational arrangements, procedures, and institutional capacities;
- ☐ Identify legal constraints and gaps that may affect the operationalization of the system;
- ☐ Formulate recommendations and develop one or more effective institutional and legal frameworks for the collection and management of migration databases by the National Migration Coordination Office (BNCM).

Expected Results

This consultancy will enable the National Coordination office for migration to:

- Identify the institutional requirements related to the management of migration databases;
- Analyze the Legal and regulatory constraints;
- Assess existing coordination mechanisms;
- Document the Technical and organizational needs.;
- Propose the Concrete recommendations for the operationalization of the data management system;

- Develop one or more data-sharing agreements (Memoranda of Understanding) between the relevant institutions and the BNCM.

Timeline and Key Milestones

Implementation period: The expected duration of the contract runs from 16 august 2026 to 26 November 2026 and includes a maximum of Eighteen (18) consultancy days.

Deliverables	Submission date
Document Review	20 August 2026
Diagnostic report on institutional needs and legal and regulatory constraints related to the collection, sharing, and management of migration databases.	03 September 2026
Presentation of a preliminary institutional and legal needs assessment report for exam.	15 September 2026
Revised draft report incorporating stakeholders' comments and recommendations.	22 September 2026
Final consolidated report including recommendations, the proposed institutional and legal framework for the management of migration databases by BNCM, as well as the memorandum of understanding validated during the validation workshop.	15 October 2026
Final consultancy report to BNCM and GIZ.	22 October 2026

II Tender Requirements

1. Pertinence du concept proposé

- The concept demonstrates a good understanding of the assigned mission.
- Good understanding of the mission of BNCM, Ministry of interior, Institut Statistique de Djibouti (INSTAD), as well as its various departments working on migration and database management.
- The concept demonstrates an understanding of the legal and institution needs to enable the operationalisation of the databe system management and proposes ways to ensure this inclusion of this system.
- The concept should propose a clear methodology for analyse the assessment on institutional needs and legal and regulatory constraints related to the collection, sharing, and management of migration databases in collaboration with the national coordination office et InSTAD.
- The concept should also include a provisional implementation timeline.

2. Skills and qualifications of a candidate

2.1 Expert 1:

2.1.1 General qualification

- A degree in law, social sciences, science, or any equivalent field (minimum Bachelor's degree +4).
- 7 years of solid experience with increasing responsibilities in institutional reform and public legal administration management.
- 5 years of experience in national, regional, and international policy frameworks.
- 5 years of confirmed experience in legal affairs.
- Strong reporting skills and ability to ensure capacity transfer.
- 7 years of prior consultancy experience with the interior ministry, National coordination office for migration (BCNM) and InSTAD and/or other state institutions in the implementation of public policies management database.

Commented [TH1]: Please provide a minimum amount of years for each experience you ask for : for example: 6 years of experience developing communication strategies, same for country knowledge and language.

2.1.2 Experience in the region

6 years of experience in Djibouti

2.1.3 Compétences linguistiques :

C1 level in French and B1 level in English

3. Description of Expected Contributions

Compensated days	Number of the expert	Number of the day by expert	Comments
Document review Institutional and legal analysis	1	3	
Individual interviews	1	3	N/A
A draft report on the assessment of institutional and legal needs	1	3	
Technical meetings and consultation workshops to discuss and gather stakeholders' feedback on the draft report findings	1	2	N/A
Prepare a diagnostic report on institutional needs and legal and regulatory constraints related to the management of migration databases	1	3	
Formulate recommendations and establish one or more effective institutional and legal frameworks for the	1	2	

collection and management of migration databases by BNCM.			
Review and validate the consolidated report, including the memorandum of understanding, during a validation workshop	1	1	
Submission of final consolidation report	1	1	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	0	N/A	
• Overnight allowance in country of assignment	0	N/A	
• Travel costs (train, private vehicle)	0	N/A	
Flights	Number of experts	Number of flights per experts	Comments
• International flights	N/A	N/A	
• Domestic flights	N/A	N/A	
Other costs	Number of experts	Amount per experts	Comments

4. Requirements for Submission of the Offer

The CV submitted by each expert must not exceed four (4) pages. The concept note must not exceed five (5) pages.

If either of these page limits is exceeded, any content beyond the permitted limit will not be considered in the evaluation. External content (for example, website links) will also not be considered during the evaluation.

5. Application procedures

Please submit your CV and technical proposal in a single envelope, and your financial proposal in a separate envelope, to the following address:

GIZ- Djibouti Office
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Ethiopia & Djibouti
Tour GXA, Avenue Mohamed Haid, Lotissement du Marabout



**4th Floor
République de Djibouti**

Applications in French are accepted.

Please indicate in your application the full name of the consulting firm or individual consultant. Please note that if any of the documents mentioned above is not provided, your application will not be considered.