

## Call for Experts ISO Consultant

### Training Institute on Migration Capacity Partnership for the Mediterranean - II (MCP Med TI)

<b>Posting Date:</b>	<b>10/03/2025</b>
<b>Reference number:</b>	<b>CfE0325/F404-4/Consultant in ISO</b>
<b>Deadline for Applications:</b>	<b>06/04/2025</b>
<b>Duty Station:</b>	<b>Homebased with travel to Valletta, Malta</b>
<b>Contract Duration:</b>	<b>Until end of August 2025 and maximum 40 of working days</b>

**THIS CALL IS OPEN TO INDEPENDENT CONTRACTORS ONLY**

### Organisational overview

The International Centre for Migration Policy Development (ICMPD) is an international organisation, with 21 Member States and working in more than 90 countries worldwide. Contributing to the development of better and safer migration policies and programmes, ICMPD takes a holistic approach to migration: structurally linking policy and research, cooperation, community outreach, and capacity development. With over 500 staff members, it takes a regional approach in its work towards efficient cooperation and partnerships along key migration routes, with a focus on Africa, Central and South Asia, Europe, Mediterranean, and the Middle East.

### Project background

Established in 2021, the MCP Med TI is a fully accredited EU Further Education Institution with the mission statement of, "To become a migration governance Centre of Vocational Excellence providing quality assured, accessible and relevant vocational learning opportunities for practitioners throughout the Mediterranean, with a focus on Southern Partner Countries."

As a formally EU licenced educational provider, many of the MCP Med TI's courses will result in accredited educational awards that carry fully transferrable EU academic/vocational credits under the European Credit Transfer and Accumulation System (ECTS) and European Credit System for Vocational Education and Training (ECVET). Importantly, although specific for the migration governance sector, the MCP Med TI will function as a cross-thematic training provider, not automatically limiting itself either to a particular aspect of migration, target audience or skillset.

Of the Southern Partner Countries defined by the European Neighbourhood Policy (ENP), the MCP Med TI's initial focus will be on Jordan, Lebanon, Libya, Morocco and Tunisia.

### Objective

To ensure compliance and quality assurance, MCP Med TI seeks an ISO consultant to develop and implement an integrated system in line with ISO 45001:2018 (Occupational Health & Safety) and ISO 14001:2015 (Environmental Management).

## Tasks

The selected ISO consultant will be responsible for developing and implementing a structured system to meet ISO 45001:2018 and ISO 14001:2015 certification requirements. This includes:

The main objective of this consultancy is to prepare the MCP Med TI for successful ISO certification by:

1. Developing and aligning management systems with ISO requirements.
2. Identifying gaps in existing processes and proposing improvements.
3. Conducting training and capacity building for key personnel.
4. Supporting the organization through internal audits and pre-certification assessments.

This assignment will be conducted using a hybrid approach, combining remote work with on-site engagement as needed to ensure effective implementation and certification readiness.

The site is based in Floriana, Malta. The services are perceived to be provided at the MCP Med TI premises.

## Deliverables

The ISO Consultant is expected to provide the following deliverables:

1. Gap analysis report with recommendations.
2. ISO-compliant documentation (policies, procedures, manuals).
3. Training materials and reports on awareness sessions.
4. Internal audit reports and corrective action plans.
5. Pre-certification assessment and readiness report.

The Project Manager and/ or project quality officer will regularly monitor the consultant's progress based on the following deliverables and milestones, linked to specific activities. Each deliverable must be submitted on time and meet the agreed-upon quality standards. The consultant is expected to provide justifications for any delays and ensure alignment with MCP Med TI's requirements.

## Tentative work plan – Lump sum based

Deliverables	Task reference	By when
1. Gap Analysis Report outlining current state vs. ISO requirements.	Deliverable 1	The latest time is: 20- 04-2025
2. ISO-compliant documentation (policies, procedures, manuals).	Deliverable 2	The latest time is :01- 05-2024
3. Training materials and reports on	Deliverable 3	The latest time is : 10- 05-2025

awareness sessions.		
4. Internal audit reports and corrective action plans.	Deliverable 4	The latest time is: 30- 06-2025
5. Pre-certification assessment and readiness report	Deliverable 5	The latest time is: 30- 08-2025

## Reporting lines

On a monthly basis, the consultant will report to Project Manager and Quality Assurance Officer who will be in charge of the overall supervision both in terms of administrative and content issues, and who will provide input and comments on deliverables as needed.

## Duration

The contract will be valid until the end of August 2025 with the total number of expected days are 40 days. The number of working days per task will be specified in alignment with the project needs and deliverables.

## Qualifications and Experience

### ▪ Generic requirements

1. Be able to provide the above-mentioned tasks.
2. Have experience working with international organizations and/or educational institutions.
3. Proficiency in the use of standard IT tools.

### ▪ Specific requirements

1. Have a demonstrated specialism in providing ISO certification as per the aforementioned standards.
2. Have at least 5 years of experience in offering consultancy on ISO standards.
3. Provide references of a minimum of three other successful certification processes.
4. ISO consultant should have a minimum of 5 years of pedagogical/work experience as an internal auditor related to ISO certification or experience working with a certification body or management consulting firm.
5. ISO Lead Auditor Certificate preferred.

### ▪ Language skills

1. Proficiency in verbal and written English.
2. Demonstrate knowledge and fluency in Arabic (Preferred).

## Background information/documentation to be provided by ICMPD

ICMPD/TI will provide the consultant with all necessary documents required for the assignment, including those related to ISO standards. This will include:

- Relevant policies, guidelines, and frameworks.
- Existing ISO documentation and compliance requirements.
- Any additional reports or data essential for the consultancy work.

## **Administrative Information**

ICMPD is committed to a respectful work environment. We thus require our employees to complete a respective on-line training. Please **follow the instructions attached** to this document on how to complete Respectful Work Environment courses on the Learn Hub learning platform. The on-line training is available at the following link: <https://learnhub.icunet.group/>.

Please kindly contact [hr@icmpd.org](mailto:hr@icmpd.org) to receive the credentials. Once courses are completed, please submit your training certificates to recruiting manager subject "E-learning on Respectful Work Environment".

### **Travel Information – applicable for consultant travel**

The consultant shall receive from ICMPD a **travel itinerary** for the foreseen activities abroad. Travel by the most effective and economic mode of transportation shall be authorised. Deviations from the approved itinerary reflecting private preferences shall be borne by the expert. Tickets for air travel will be provided by ICMPD for the most direct and economic flight. For travel by train, a first class ticket is provided as standard. In case the self-purchase<sup>1</sup> of tickets for the official mission is pre-authorised, the traveller will be reimbursed upon submission of the tickets and a proof of purchase. Private car usage may be authorised upon provision of the *Private Vehicle Liability Waiver* form ensuring adequate insurance coverage for damage to third parties, the vehicle and transported passengers and goods. The reimbursement entitlement is calculated based on a kilometric allowance rate applied by the European Commission. The rate covers all vehicle travel costs including toll fees, parking and fuel costs.

The consultant shall be entitled to receive a **daily subsistence allowance** (DSA) from ICMPD for authorised missions. The DSA shall be deemed to cover the costs of accommodation, meals, transportation to/from airports, bus or train stations, in-town transportation (such as train, bus, tram, metro, taxi) at the place of destination, gratuities and other incidental costs. A full DSA is applicable for each night spent on official missions outside the place of residence, including travel time. In case where accommodation and/or meals are provided free of charge by ICMPD, a government or a related institution, the amount of daily subsistence allowance will be reduced accordingly. Upon request, ICMPD can provide to the traveller an advance of funds for official travel in the amount of up to 50% of the applicable DSA for missions longer than four (4) days. Other mission-related costs, such as necessary visa or vaccination costs are reimbursed based on Project Manager approval and upon submission of supporting documentation.

The ISO Consultant shall receive from ICMPD a **travel itinerary** and be entitled to receive a **daily subsistence allowance** (DSA) for the foreseen activities abroad. Travel and mission related payments will be processed according to ICMPD Travel Rules applicable at the time when the travel takes place.

- Payment

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<sup>1</sup> For local travel, Project Manager can authorise the self-purchase; for international travel, self-purchase can be authorised by Project Manager only if the authorised travel agency cannot provide the ticket

Fees for the assignment are paid upon satisfactory delivery of services, in line with the payment schedule stated in the contract and upon submission of required documentation.

### **Payment Information/Schedule**

Fees for the assignment are paid upon satisfactory delivery of services and upon submission of:

- counter-signed contract.
- signed payment claim(s) as per following payment schedule:
  - 25 % 1<sup>st</sup> instalment upon signing the contract.
  - 25% second instalment upon satisfactory completion of Deliverable 1 and Deliverable 2
  - 20 % 03<sup>rd</sup> instalment upon satisfactory completion of Deliverable 3 and Deliverable 4
  - 20 % 4<sup>th</sup> instalment upon satisfactory completion of Deliverable 5
  - 10% after certification but not later 1 year form the 4<sup>th</sup> payment date

### **Application Process**

Interested ISO experts should send their CV, financial offer, with a 03 reference to this announcement in the subject line of the email to [muhammad.alsafadi@icmpd.org](mailto:muhammad.alsafadi@icmpd.org) and address it to **Mr. Muhammad Al Safadi.**

*Due to the high volume of applications, only shortlisted candidates will be contacted. The applicants should be available for a face-to face meeting or an interview via videoconference.*

*The assignment is subject to project funds availability and/or final approval by the donor. The invitation to an interview does not establish any right to future employment.*