



TERMS OF REFERENCE

for the person in charge of the UNIMED desk at the University of Cagliari

SAFE, foSter cooperAtion For improving access to protEction Project Number 957858

1. Background of the project

SAFE is a three-year project aiming at fostering the collaboration between stakeholders at a transnational level in order to develop and improve access to protection through private sponsorship schemes and complementary pathways, such as humanitarian corridors, family reunification and student mobility for beneficiaries of international protection.

Funded by the Asylum, Migration and Integration Fund (AMIF), it is coordinated by Forum réfugiés (FR) and gathers the following partners: Federation of Protestant Mutual Aid (FEP), French Red Cross (CRF), Italian Red Cross (CRI), Italian Federation of Protestant Churches (FCEI), Mediterranean Universities Union (UNIMED) and Oxfam Italy.

Within this project, operational information and support desks will be created in 3 UNIMED associated universities: University of Setif 2 (Algeria), Duhok University (Iraq), and University of Cagliari (Italy).

A fourth desk is established at UNHCR Morocco.

The purpose is to facilitate the access of 3 young refugees to higher education, one per each sending university, in particular to a Master's Degree (2 years) at the University of Cagliari. Therefore, those support desks will design and implement University corridors for the benefit of 3 young refugees.

2. Core Functions / Responsibilities

The operational information and support desk has the role to facilitate the access of 3 young refugees to a Master's Degree (2 years). The tasks of the person in charge of the UNIMED desk at the University of Cagliari are the following:

- 1) Attend the capacity building course proposed by UNIMED. Training materials are made available by UNIMED in order to provide the necessary knowledge for the implementation of complementary pathways.

- 2) Manage the selection call and the related procedures, in close coordination with the International Office of the University of Cagliari and with the remote units in Kurdistan, Algeria and Morocco, by collecting the applications of candidates transmitted by the sending institutions, verifying the completeness of the enclosed documentation, and being in contact with the applicants for any clarification or request.
- 3) Share the applications with the interested Master's Programmes Coordinators for the verification of the fulfilment of the entry requirements and the preliminary evaluation of the application documents.
- 4) Organise online interviews of the admitted candidates with the selection Committee, and finalise the selection process according to the selection criteria established in the Call.
- 5) Support the selected students in the pre-enrollment procedures through the portal University, needed for the Visa, after acceptance.
- 6) Providing guidance in the bureaucratic fulfilment to enrol at UNICA in collaboration with the desks of origin (diplomas, Declaration of Value, language requirements, enrolment procedure, etc.) and to apply to the ERSU services.
- 7) Support the students in the procedure to request the residence permit and for the registration to the National Sanitary System.
- 8) Provide orientation and social support concerning:
 - The culture of the region and city of Cagliari.
 - Accommodation, off and on campus.
 - Transportation support: the desk provides information about city geography and public transportation options.
 - Indirect help in traumatization: direct help cannot be provided by the unit's staff but a first impression can help to identify the need for professional help. The supporting desks can support beneficiaries by giving information about appropriate facilities like the universities social office, NGOs or general treatment facilities.
- 9) Provide information and academic support concerning:
 - General information about the higher education system and university regulations and laws. Existing on-campus services can implement this task as they already do for current students.
 - Recognition of qualifications. The supporting desk will provide knowledge about regularities as well as contact information to the official recognition centre.
 - Educational offer: the support desk connects the offers to the beneficiaries and gives information of availability and topics.
 - IT courses: IT courses are available inside and outside the university. The desk gives information about organisations and availability to help beneficiaries to professionalise their academic output.

3. Required Qualifications and Experience

Education

- A Master's Degree in a relevant field is required. Candidates holding a Master's degree issued by the University of Cagliari will be favoured due to their knowledge of the university context and the local territory.

Experience

- Previous experience in working with migrants, refugees or asylum seekers.
- Previous experience with university international offices, orientation offices, international organisations, NGOs and/or EU Agencies would be an asset.

Languages

- Fluency in Italian and English (level B2 of CEFR). Knowledge of French is considered an asset.

4. Form of Contract

The Terms and Conditions are those of the contractor which is UNIMED - Mediterranean Universities Union.

5. Independent status

The Collaborator, fully and without reservation, refers to the object of this tender and the contractor's activities to freelance work, expressly excluding any relationship of subordinate employment.

The contracted service shall be carried out under the following conditions:

- services provided shall mainly be carried out independently and without subordination;
- absence of any set working hours. However, it must be taken into account that some activities need to be managed in collaboration with the International Relations Office at the University of Cagliari and therefore the working hours need to comply with UNICA's rules;
- no functional position within the organisational structure;
- organisational autonomy in achieving the requested results.

6. Contract Period

The contract covers a period of 9 months.

Scheduled starting date of the assignment: 1st March 2023

Scheduled finishing date of the assignment: 30th November 2023



7. Duty station

University of Cagliari, Italy (with possibility to work partially remotely)

8. Budget

The total value of the contract (including any taxes and contributions) shall not exceed 7,000.00 (seven thousand/00) EUR.

VAT exemption is applicable. For Italian consultants, the VAT exemption is applicable according to the Article 72 of the Italian Law D.P.R. 633/72. Consultants based in other countries must refer to the national legislation and indicate the applicable law.

Any travel costs incurred while carrying out assignment(s) are covered directly by the consultant.

9. How to apply

Applications must include:

- A CV;
- the Master's Degree certificate or diploma with final grade;
- A cover letter.

Deadline for receipt of applications: **13/02/2023**

Interested candidates are invited to submit their applications in English to uni-med@pec.it

The reference code **APPLICATION FOR UNIMED SAFE DESK** must be clearly indicated in the PEC subject.

10. Contact

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