



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

I. POSITION INFORMATION	
Position title:	Consultant – Capacity Building on Results-Based Reporting
Duty station:	Homebased
Duration of Assignment:	15 Working Days in 2 Months
Organizational unit:	Regional Support Unit
Reporting directly to	Regional Project Development Officer
Overall supervision by	Regional Director
Managerial responsibility	None
CFA No.	IOMRONBO/CFA/004/2022
Directly reporting staff	None
Estimated Start Date	As Soon As Possible
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:</p> <ol style="list-style-type: none">1. Assist in meeting the operational challenges of migration and mobility2. Advance understanding of migration issues3. Encourage social and economic development through migration; and4. Uphold the human dignity and well-being of migrants and mobile populations. <p>IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.</p> <p>IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.</p> <p>As part of regular capacity building activities in IOM, the Staff Development and Learning (SDL) Unit allocates annual resources to Regional Offices (RO's) to coordinate regional learning and capacity building activities. Based on differentiated needs by region, various RO's have conducted numerous face-to-face capacity building activities over the years on both thematic and functional areas.</p> <p>To build capacity on specific elements within project development and implementation, the 2022 "Results Based Reporting" training will focus on the following elements: reporting on results rather</p>	

than activities, linking lower-level results (activities & outputs) to higher strategic goals (outcome & objective), and to regional and global results (IOM Strategic results Framework) and other global frameworks (i.e. SDGs). In addition, the training should include guidance and tools to support writing clearly and succinctly in English, and understanding the institutional reporting process.

Feedback from donors and from an assessment of reporting will provide important considerations to be reflected in the training. Relevant documents include: “Strengthening Results-Based Reporting at IOM”, curriculum from the project manager/PRIMA training, relevant sections from IOM's Institutional Questionnaire.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

IOM Regional Office seeks to create a training curriculum on results-based reporting. This training should be designed for either an in-person or virtual environment. The training curriculum will be based on recommendations of assessment reports as well as supported by existing materials on results-based reporting. The pilot training should be facilitated by the consultant with the support of at least two IOM staff.

The assignment will include creation of training resources and adaptation of existing materials, in coordination with RO Nairobi, by integrating elements specified by IOM from other materials and training resources and by adding additional content related to the use of PRIMA to be provided by IOM to meet prevailing needs. The individual training resources, exercises and presentations may require some further modifications.

It is important to balance the requirements of this training together with the existing workload of participants. The consultant will be expected to suggest how to strike this balance; below are some suggested criteria to consider for service provider’s proposals:

- Delivery of the training: The facilitator-led training should be developed for both in-person and virtual environments that would include some independent preparation/study from the participants, facilitator-led plenary, and group work.
- Pre-training questionnaire: The consultant will be required to create and integrate a pre- and post- training questionnaire into the training to record changes in knowledge
- Duration of the training: IOM estimates that the training should be done over the course of 8 hours
- Modules: each session should not last more than 2 hours at a time for easy conversion into an online classroom
- Preparation Work: In addition to the facilitator-led, participants should be expected to undertake exercises prior to the training
- Group work: Some group exercises should be expected during the online delivery and possibly offline between webinars
- Adaptation of practical exercises: The practical exercises should be adapted as best as possible in the virtual setting to ensure that participants have an opportunity to practice
- In so far as possible, continuous assessment: robust, continuous, and innovative assessment exercises/tests should be integrated along the course covering both the theoretical and the practical components of the training programme.

Technical requirements

IOM has access to the Office 365 suite (OneDrive, MS Teams, OfficeForms etc), Kahoot, Mural, Slido and zoom which is one of the official tools used by IOM for virtual training sessions. For the asynchronous individual or group activities/tasks, IOM’s learning management system³ can be used as the learning platform.

Other software can be suggested by the consultant and use of which will need to be confirmed with IOM to ensure that it is compliant with IOM regulations.

IOM Regional Office Nairobi will provide continued guidance to the consultant throughout the process to ensure proper adaptation. During the pilot, IOM will provide logistical and technical support for the planning and roll out

The consultant will be responsible for adapting existing materials & developing new materials and delivering the pilot training with one or several IOM co-facilitator(s):

The following deliverable are required from the selected consultant in English:

- Inception report should be provided outlining the course adaptation to be agreed to with IOM contact person
- The training materials: this may include the PowerPoint (if any) used during the sessions, the materials that participants have to review or other materials for each webinar expected during the training (based on existing materials), including pre- and post-work
- A facilitator guide: including explanation of group exercises and elements that are specific to online training
- An online facilitator-led pilot training
- Participant workbook, handouts and exercises prepared
- Final package of training material, that incorporates lessons learned during the pilot training

IV. COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

V. EDUCATION AND EXPERIENCE

<ul style="list-style-type: none"> • University degree in Information Studies, Education, Social Sciences Development Studies, International Relations or a related field from an accredited academic institution Education in a migration and/or development related field an asset. • Experience in working for international organizations and/or international context • Over five years' experience in capacity building • Strong experience in results-based reporting and/or results-based management • Strong experience in capacity building on reporting
VI. SKILLS
<ul style="list-style-type: none"> • Strong analytical and strategic thinking skills • Strong facilitation skills • Strong organizational skills • Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds • Proven ability to produce quality work accurately and concisely according to set deadlines • Ability to navigate through differing ideas or perspectives to reach to an independent judgment
VII. LANGUAGES
Required
Fluency in English is required (oral and written).

Mode of Application:

Interested candidates should submit a technical and financial proposal with examples of past, relevant research on soft copies, CV and a cover letter indicating the Position Title and Vacancy Number with three professional referees (previous and current supervisors), and their contacts (both email and telephone) to International Organization for Migration (IOM), RO Human Resources Department, via e-mail: ronairobihdrec@iom.int

CLOSING DATE: 03 May 2022

Only shortlisted applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: 27.04.2022 to 03.05.2022