



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference

I. POSITION INFORMATION	
Position title	Return and Reintegration M&E Training Consultant
Position grade	Other
Duty station	Home based
Position number	N/A
Appointment type	Consultant
Duration	4 months
Estimated start date	As soon as possible
Reports directly to	Anca Paducel, Monitoring and Evaluation, Reporting and Learning Officer
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Migrant Protection and Assistance Division (MPA) of the Department of Migration Management provides protection and assistance to migrants in need, including trafficked persons, smuggled migrants with protection needs, (rejected) asylum seekers, migrants in irregular situations, stranded migrants, unaccompanied and separated migrant children, migrants subjected to violence, exploitation or abuse, and other migrants in vulnerable situations.</p> <p>Within this Division, the Assisted Voluntary Return and Reintegration (AVRR) Unit oversees activities directed at setting up and/or strengthening assisted voluntary return and reintegration frameworks in host countries, countries of transit and origin. This involves the review of the current approaches and practices in place in the field of reintegration assistance and the move towards the adoption of an integrated approach to migrant reintegration addressing the individual, community and structural levels while at the same time taking into consideration cross-cutting issues such as the promotion of migrants' rights, partnership and cooperation, as well as monitoring and evaluation (M&E), and data generation and analysis.</p> <p>Funded by the EU Trust Fund for Africa and the Development Cooperation Instrument, the European Union (EU) and the International Organization for Migration (IOM) have launched several programmes (the "EU-IOM Actions") addressing migrant protection and sustainable reintegration in Africa and in Asia in 2017 and 2018. In this framework, a Knowledge Management Hub (KMH) was established at IOM HQ in 2017, with the main objective to support the implementation of the EU-IOM Actions. The KMH plays a crucial role in the implementation of these initiatives by providing thematic expertise, supporting cross-regional harmonization of information management systems, monitoring and evaluation activities, the development of knowledge management tools, and support return and reintegration-related research.</p>	

This notably includes the development of M&E tools and related guidance for AVR(R) and post-arrival reintegration assistance (PARA)¹, as well as a training curriculum on the implementation of such tools.

The main objective of the planned M&E training programme is to strengthen the competencies of IOM M&E staff, Project Officers and key stakeholders involved in M&E of AVR(R)/PARA activities in countries and regions covered by the EU-IOM Joint Initiative and other EU-IOM Actions. More specifically, by the end of the training course, the trainees will be able to:

- Develop an M&E plan for an AVR(R) / PARA project in line with the institutional M&E guidance.
- Apply the institutional M&E indicators and related surveys to an AVR(R)/PARA project.
- Conduct data collection for an M&E AVR(R)/PARA project in line with institutional M&E guidelines and tools.
- Conduct data analysis on M&E data collected for an AVR(R)/PARA project in line with institutional M&E guidelines and tools.

Although the training course will be rolled out in a first step under the EU-IOM Actions, the training package developed will, however, be made available globally.

Training package is expected to consist of eight overarching sessions, as detailed below, and to include the following for each individual session:

- Session plan,
- Handouts and guidelines,
- PPT slides, and
- Blended learning material, exercises and individual / group learning games.

The approximate duration of each training session is as follows (excluding individual homework assignments to be completed by the participants on their own time):

1. Introduction to the M&E training for AVR(R)/PARA: 1.5 hours (online live)
2. An Introduction to AVRR and to IOM's Integrated Approach to Reintegration: 2-10 hours (self-paced, depending on trainee profile, no content to be developed)
3. Monitoring and Evaluating Voluntary Return and Reintegration Programmes: 2-3 hours (online live)
4. Developing an M&E Plan for a Voluntary Return and Reintegration Intervention: 4-5 hours (online live)
5. Monitoring & Evaluating Voluntary Return and Reintegration Programmes: 5 hours (online live)
6. Collecting Voluntary Return and Reintegration Data: 5-6 hours (online live)
7. Analyzing and visualizing Voluntary Return and Reintegration Data: 5-6 hours (online live)

¹ IOM AVRR programmes aim "... to provide humane, safe and dignified return and reintegration options for irregular migrants and asylum-seekers whose claim to protection have not been upheld and who wish to return voluntarily to their country of origin. AVRR programmes also contribute greatly to promoting voluntary return policies and practices nationally and regionally". AVRR can be divided into five chronological stages: 1) Information provision (e.g. counselling) and determination of voluntariness 2) pre-departure assistance (e.g. travel arrangements); 3) return travel assistance (e.g. transit support); 4) post-arrival assistance (e.g. airport reception); 5) reintegration assistance (immediate to medium term socio economic support to migrants and communities).

As for PARA, in the contexts where IOM is not involved in organising and facilitating the return, the Organization may still be involved at the post arrival stage with activities such as onward transportation, counselling and provision of information, reintegration and community development.

8. Training closing: 1.5 hours (online live)

Taking into consideration respondents' preferences that were gathered through a needs assessment now completed, and the current restrictions due to the ongoing global pandemic, the proposed format for the M&E training is a blended learning approach. This approach would combine real time and self-paced e-learning delivery mediums, including live webinars, interactive whiteboards, websites and online reading, virtual presentations and online discussions.

Under the overall supervision of the Knowledge Management & Data Officer of the KMH and the direct supervision of the Monitoring and Evaluation, Reporting and Learning Officer of the KMH, in collaboration with relevant colleagues at Regional and Country Offices, the consultant will assist the M&E team of the KMH to develop and pilot an M&E training for return and reintegration based on the updated institutional M&E package for AVR(R)/PARA with links, as appropriate, to other key relevant internal and external resources. The consultancy will entail 4 stages:

1. Support the drafting of the content for the M&E training sessions,
2. Create blended learning materials and exercises to accompany the content for each session,
3. Support the preparation and piloting of the M&E training in both French and English, and
4. Review and adjust the M&E training based on the French and English pilots and feedback received from participants.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Output 1: Support the drafting of the content for the M&E training sessions

- Activity 1.1: Review the institutional M&E package for AVR(R)/PARA and other relevant resources identified for developing the M&E training shared by the M&E team.
- Activity 1.2: Adjust/develop the training content for the planned sessions in line with the draft M&E training curriculum prepared by the M&E team using the existing session content template.

Output 2: Create blended learning materials, exercises and knowledge, skills and abilities assessments to accompany the content for each session

- Activity 2.1: Review the session content document and propose adjustments to ensure a flow within and between the sessions
- Activity 2.2: Develop blended learning materials and exercises to accompany the content of the sessions to ensure that these are interactive and participatory and help achieve the stated learning objectives
- Activity 2.3: Develop knowledge, skills and abilities assessments to assess the learning objectives

Output 3: Support the preparation and piloting of the M&E training in both French and English

- Activity 3.1: Prepare the delivery of the online learning course by testing out the platform/tools and teaching/practicing the training delivery with the M&E team
- Activity 3.2: Assist with preparation and logistics related to synchronous and asynchronous sessions

- Activity 3.3: Assist with sending instructions to participants, and receiving and reviewing participant's completed tasks from asynchronous sessions
- Activity 3.4: Co-facilitate the training with the M&E team and deliver designated sessions
- Activity 3.5: Be available for participants' questions and feeding into to participant discussions
- Activity 3.6: Conduct debrief with facilitation team following sessions and prepare following session plans

Output 4: Review and adjust the M&E training based on the French and English pilots and feedback received from participants

- Activity 4.1: Contribute to the design of the pre- and post-training impact evaluation
- Activity 4.2: Analyse participants' feedback during the French and English pilots for the pilot training report
- Activity 4.3: Provide recommendations for improvements to the M&E training

Timeline and Deliverables:

- By 22 January 2021: Finalize the English version of the M&E training
- By 19 February 2021: Co-facilitate the English pilot of the M&E training
- By 26 February 2021: Review and adjust the English version of the M&E training and adjust the French version of the M&E training based on feedback received from participants in the English pilot
- By 19 March 2021: Co-facilitate the French pilot of the M&E training
- By 31 March 2021: Review and adjust both the English and French versions of the M&E training based on the feedback received from participants in the French pilot

The consultancy will be full-time from commencement until the end of January 2021. Following, the consultancy will be on a part-time basis (30-50%) for the rest of the assignment.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master's degree in Business Economics, Law, Development Studies, Social Science, Political Science, Gender Studies, or a related field from an accredited academic institution with 8 years of relevant professional experience; or
- University degree in the above fields with 10 years of relevant professional experience.

EXPERIENCE

- At least 8-10 years of experience in designing and delivering participative trainings with humanitarian and development agencies – training capacity experience certified by reputable humanitarian agencies, a must;

- Extensive capacity building experience including in methodologies for coaching and mentoring staff in-person and remotely, at both global and operational levels;
- Proven expertise in workshop facilitation with humanitarian and development organizations;
- Knowledge and practical experience in monitoring and evaluating humanitarian and development projects / programmes;
- Knowledge and sound understanding of migration issues;
- Knowledge of return and reintegration issues is a strong asset; and
- Previous experience delivering M&E trainings, an asset.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Advantageous
For this position, fluency in English and French is required (both oral and written fluency).	

VI. COMPETENCIES²

The successful candidate is expected to demonstrate the following values and competencies:

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

- Accountability: takes responsibility for action and manages constructive criticisms
- Client Orientation: works effectively well with client and stakeholders
- Continuous Learning: promotes continuous learning for self and others
- Communication: listens and communicates clearly (verbally and in writing), adapting delivery to the audience with outstanding drafting skills in English and French
- Creativity and Initiative: actively seeks new ways of improving programmes or services
- Leadership and Negotiation: develops effective partnerships with internal and external stakeholders
- Performance Management: takes initiative and identifies ways and implements actions to improve performance of self and others.
- Planning and Organizing: plans work, anticipates risks, and sets goals within area of responsibility
- Time Management: ability to multitask and to complete tasks working with tight timelines

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Teamwork: contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness: displays awareness of relevant technological solutions.

VII. APPLICATION REQUIREMENTS

Interested consultants should send to MPA/KMH:

- CV,
- Cover letter,
- Samples of similar work done in the past may be provided also (if available),
- Three references, and
- Daily fee.

Please send your application to Anca Paducel (apaducel@iom.int) and Olta Ndoja (ondoja@iom.int) by 29 November 2020.

For any questions, please email Anca Paducel (apaducel@iom.int) and Olta Ndoja (ondoja@iom.int).

Notes³

The consultant must adhere to the International Organization for Migration (IOM) Data Protection Principles (IN/138) and maintain confidentiality.

The consultant will be responsible to follow IOM writing guidelines and latest glossaries in all given assignments for accurate translation.

No late applications will be accepted.

³ Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: "The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process".