

## Call for Expression of Interest;

Organization or Agency:	International Organization for Migration (IOM)
Position Title:	IM and Reporting Consultant – Technical Working Group
Organizational Unit:	Peacebuilding and Stabilization Division (PSD)
Duty Station:	Home-based
Type of Contract:	National/International Consultancy
Grade:	N/A
Duration of Appointment:	Six months (on intermittent basis)
Closing Date:	23 <sup>rd</sup> January 2024
Reference Code:	EOI2024/IRQ/012

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.*

### Context and Core Functions / Responsibilities

IOM in Iraq currently chairs the UN-Gol Technical Working Group for the Return of Iraqi Nationals from northeast Syria. Under the TWG, UN agencies together wrote the One UN Plan outlining programming priorities for the UN working on this issue. IOM is therefore seeking an experienced candidate to support IM and reporting working, to report directly to the Co-Chair of the Technical Working Group based at IOM.

Under the overall supervision of the IOM Iraq Chief of Mission and the Head of the Peacebuilding and Stabilization Division, and under the direct supervision of the IOM Co-Chair of the Technical Working Group, the incumbent will work to strengthen information management and reporting mechanisms, facilitating tracking of and reporting on implementation of the One UN Plan and tracking progress in the return of Iraqi Nationals from Northeast Syria.

### Core Functions / Responsibilities

The consultant's responsibilities will include, but are not limited to:

- Conducting an initial assessment of existing information management and reporting systems within the TWG.
- Collaborating with relevant stakeholders to identify data needs, gaps, and reporting requirements.
- Developing and implementing an improved information management framework that aligns with the reporting commitments of the Technical Working Group and of the One UN Plan.
- Undertake regular reporting (narrative) based on inputs from members of the TWG.
- Providing technical expertise in data collection, analysis, and reporting, ensuring accuracy and relevance.
- Collaborating with IT and data management teams to implement necessary tools and systems.
- Regularly reviewing and updating reporting templates and ensuring consistency in reporting formats.

Specific Deliverables (to be confirmed with selected candidate, depending on number of days and start date):

- Reporting systems mapping report
- Monthly, quarterly and annual reporting templates
- Six monthly narrative reports
- Two quarterly reports

- One annual report
- Information management standard operating procedures document
- Provide ad-hoc support and technical advice to the IOM co-chair [AS1][GS2]

## Performance indicators for the evaluation of results

- Timely submission of deliverables
- Professional communication with internal and external stakeholders

## Reporting and Coordination

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

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

The consultant is not an official representative of IOM during the assignment. [SA3][GS4]

## Required Qualifications and Experience:

### Education & Experience & Skills

#### Education:

- Bachelor's or Master's degree in Information Management, Business Analytics, Data Science, or a related field, with 4 years of relevant experience

#### *Experience:*

- Demonstrated expertise in information management and reporting in the context of international organizations.
- Excellent communication skills, especially the ability to communicate data-driven insights to diverse stakeholders, including non-technical audiences.
- Experience working collaboratively with humanitarian response teams, local partners, and other stakeholders to gather reporting requirements
- Proven ability to manage IM and Reporting projects in humanitarian contexts, including coordination with other teams and ensuring alignment with broader organizational goals.
- Awareness of security protocols and practices relevant to data management and reporting in humanitarian operations.

#### Skills:

- Demonstrated expertise in information management and reporting in the context of international organizations.
- Experience in working with migration-related projects and knowledge of the One UN Plan.
- Proficient in using specialized humanitarian data platforms and tools, such as KoBoToolbox or other data collection and management platforms used in the sector.
- Knowledge of and experience with Humanitarian Information Management (HIM) standards and tools. Excellent communication and training facilitation abilities.
- Familiarity with the specific context of the return of Iraqi Nationals from Northeast Syria.

## 6. Travel required: No

## Languages:

- Fluency in English is required, fluency in Arabic and Kurdish is a strong advantage.

## Travel required (Yes/NO)

- No

## 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 – 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.

### ***IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse***

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

## How to apply:

Interested candidates are invited to submit their applications via this link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/EOI2024IRQ012>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

## Posting period:

From: 09.01.2024 to 23.01.2024