Call for Expression of Interest

Organization or Agency:	International Organization for Migration (IOM)
Position Title:	Consultant – Return and Reintegration Impact Programme Officer
Organizational Unit:	Peacebuilding and Stabilization Division
Duty Station:	Erbil, Iraq
Type of Contract:	International Consultant
Grade:	N/A
Duration of Appointment:	6 Months With Possibility of Extension
Closing Date:	01st December 2024
Reference Code:	EOI2024/IRQ/252

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

Context and Core Functions / Responsibilities

Under the overall supervision of the Head of the Peacebuilding and Stabilization Division in Iraq and direct supervision of the Return and Reintegration Officer, the Return and Reintegration Impact Programme Consultant will be responsible for the production of impact reports that will include newsletters and flash reports on scheduled and ad-hoc basis which will support the programs operating under PSD's Return and Reintegration units to keep different stakeholders informed and updated on the workflows, achievements and especially on the impact of IOM's interventions.

IOM Iraq plays a strategic coordination and advisory role on Rehabilitation and Reintegration (R&R) efforts for Iraqi families returning from northeast Syria (NES) through its co-chairpersonship of the UN-GoI Technical Working Group for the Implementation of the Global Framework in Iraq, and the associated Rehabilitation and Transitional Services Taskforce. Furthermore, IOM Iraq is equally the largest provider of transitional services to returning families in Jeddah-1 Rehabilitation Centre (J1) and continues to support Reintegration and Reconciliation efforts post J1 departure in Areas of Return (AoR). In addition, IOM Iraq was the first international organization to establish a formal partnership with the Government of Iraq (GoI) on the implementation of the National Countering Violent Extremism Conducive to Terrorism Strategy (through the IOM Iraq PVE team).

Core Functions / Responsibilities

a. Prepare comprehensive weekly, bi-weekly, quarterly, and annual reports, as well as ad-hoc updates, aligned with IOM and donor reporting guidelines. Reports will cover key sections including an Executive Summary, context and security updates, objectives and strategies, activities implemented (including financial updates and burn rates), achievements and impacts, challenges, lessons learned, coordination and partnerships, sustainability, and monitoring and evaluation.

b. Develop clear and concise reports that include qualitative and quantitative analysis of activities, challenges encountered, success stories, and actionable recommendations for programmatic adjustments.

c. In close collaboration with IOM's Monitoring, Evaluation, Accountability, and Learning (MEAL) Unit and field teams, gather relevant data from various project activities. Ensure the accuracy and quality of the information collected, while adhering to IOM's data management protocols.

d. Conduct data analysis, identify trends and patterns, and contribute to the design of assessment tools that support programmatic improvements.

e. Liaise regularly with the Return and Reintegration programs, including field teams, project partners, and local stakeholders, to ensure the timely and accurate collection of information and data for reporting purposes. Ensure regular feedback loops between field and central teams for program monitoring and improvement.

f. Foster strong relationships with donors, government authorities, and other national and international organizations to enhance coordination, build partnerships, and ensure alignment of goals.

g. Map success stories and case studies that highlight program impacts and illustrate the tangible results of IOM's interventions in coordination with IOM Iraq PI unit.

h. Document lessons learned to ensure best practices are shared across the organization.

i. Support the MEAL Unit in developing and updating monitoring tools, ensuring that indicators align with program goals and donor expectations.

j. Assist in reviewing project proposals and results matrices, providing inputs on impact frameworks and progress tracking.

k. Support in organizing and participating in field visits and assessment missions to evaluate project's impact and provide input into final evaluations.

l. Ensure timely and quality production of all reports and communication materials for internal and external stakeholders.

m. Perform other duties as required

Performance indicators for the evaluation of results

- High Quality update reports produced and issued on timely manner
- Internal data-sets archiving resources of updates and information
- Archived full data analysis related to the produced reports
- Sub-reports of success stories, best practices, and activity reports prepared and archived within the organization's drive supported with an index for geographical locations, projects, thematic areas, and donors.

Education

- Master's degree in international relations, Political Science, or related fields from an accredited academic institution, with two years of relevant professional experience; or
- University bachelor's degree in the same fields with four years of relevant professional experience.

Experience

- Familiarity with project monitoring, evaluation, and reporting processes.
- Experience in conducting research and analysing the intersection of conflict, security, and development.
- Experience in reporting, data management, qualitative and quantitative analysis, and data visualization, copy-editing, report design and publishing.
- Experience liaising with donors, government authorities, and national/international institutions, working experience with donor's agency is advantageous.
- Experience or knowledge of the region is advantageous.

Skills

- Proven ability to establish and maintain strong working relations with various technical units on both senior and field levels.
- Excellent leadership, coordination, and information management skills.
- Detailed knowledge of the UN System, NGOs and other international organizations/institutions.
- Knowledge of migration data, labour migration patterns in the MENA region and ability to negotiate with different stakeholders.
- Good knowledge of graphic design and data visualization software and tools.

- Strong conceptualization, analytical and writing skills.
- Strong communication, organizational and interpersonal relationship skills.
- Ability to meet deadlines and work under pressure with minimum supervision.
- Ability to establish and maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

Travel required (Yes/No)
- Yes (Within Iraq – Especially Baghdad, Anbar, Ninawa, and Salah Eddin)

Languages:

- Fluency in English language is required.
- Fluency in Arabic language is an advantage.

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.

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

https://iraqdatacenter.iom.int/Vacancy/Apply/EOI2024IRQ252
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: 17.11.2024 to 01.12.2024