



IOM International Organization for Migration
СБМ Созмони Байналмилалии Муҳоҷират

VACANCY ANNOUNCEMENT

Vacancy Notice No.: IOMTJK/2014/04(C)
Duty Station: Dushanbe, Tajikistan
Position title: Business and Livelihoods Consultant
Classification: Consultancy
Type of Appointment: Consultancy contract, 4 months
Organizational Unit: Community Stabilization and Emergency Unit

The International Organization for Migration (IOM) is looking for qualified candidates to fulfill the position of Business and Livelihoods Consultant.

BACKGROUND

IOM is implementing a four year-long programme on the creation of livelihood opportunities and economic alternatives for vulnerable populations within the Khatlon Oblast of Tajikistan. Targeted assistance is being delivered to returned migrants; single female heads of households; and youth. The project has offered vocational training; in-kind livelihood-grants; and small-scale community infrastructure projects over the life of the project and aims to enhance the skills and capacities of the target groups as well as providing livelihood alternatives and employment.

IOM is supporting vulnerable community members (VCM) and Small and Medium Enterprises (SME) in Dusti, N. Khusrav, Shaartuz, Qabodiyon, Jayhun, Panj, Farkhor, Hamadoni and Sh. Shohin districts of Khatlon Oblast and Darvoz, Vanj, Rushon, Shughnon, Roshtkala, Ishkoshim districts and Khorog city of GBAO with grant issuance. The purpose of the grant distribution has been to create employment opportunities among returned migrants; single female heads of households; youth and SMEs thus increasing economic stability amongst households and increasing livelihood opportunities.

NATURE OF THE CONSULTANCY

Business Consulting for micro and small enterprises to facilitate improved business outcomes and increase livelihoods for beneficiaries through a variety of capacity building approaches. To be completed by March 2020.

The objectives to be reached under this contract will *contribute to* the achievement of the project output: ***Vulnerable Tajik community members are equipped with knowledge, skills and tools necessary to improve livelihoods and strengthen community cohesion.***

IOM Project to which the Consultancy is contributing: Tajik-Afghan Integration, Resilience and Reform Programme (TAIRR).

GENERAL FUNCTIONS:

Under the overall supervision of the Chief of Mission, and the direct supervision of the Project Manager, the successful candidate will be responsible for ensuring effective and efficient technical support to grant-receiving small and medium enterprises. Particularly s/he will:

- a. Develop capacity building plans for grantee businesses, based on their skills and needs.
- b. Provide mentoring by phone/online to ensure implementation of the recommendations and tools, aimed at strengthening of the business management and further development.
- c. Provide coaching on a monthly visit basis (Approximately 1 visit per each grantee business, per month):
 - Assist grantees to plan the implementation and future development of their business;
 - Provide guidance for the creation of linkages and value chains;
 - Provide grantees with updated information on best-practices related to running small and medium business.
- d. Provide recommendations to IOM on suitable approaches for capacity building with returned migrant worker grantees;
- e. Consult with the Organization on appropriate and agreed approaches to the specified tasks prior to assumption of the tasks. Upon completion of the tasks provide to the Organization a final report on the consultancy assignment and its outcomes, offering observations on the impact of the consultancy for the local/regional activities it is supporting and any future assignments by the Organization

Tangible and measurable output of the work assignment

- Produce SME/VCM capacity building plans for selected group of grantees (approx. 25);
- Report showing capacity building progress for mentoring and coaching (Final monthly report);
- Submitted narrative report on a bi-monthly basis detailing grantees interaction, including mentoring and coaching and details of assistance and recommendations, along with photos of the visit;
- Report on recommendations for capacity building approaches for returned migrant grantees.

Realistic delivery dates and details as to how the work must be delivered.

Implementation period starts from December 10 and will end on March 31, 2020. Deliverables will be completed by the following dates:

- Develop capacity building plans for grantee businesses, based on their skills and needs (by December 20, 2019)
- Provide mentoring by phone/online (by February 28, 2020)
- Provide coaching on a monthly visit basis (by February 28, 2020)
- Provide recommendations to IOM on suitable approaches for capacity building with returned migrant worker grantees (by March 31, 2020)

The Consultant should:

- Propose approaches for capacity building that are cost-effective and context appropriate, considering varying education levels, district locations and paying attention to gender related barriers;
- Propose a variety of approaches, rather than rely solely on training;
- Maintain close communication with IOM during implementation, including following instructions given by the IOM for modifications, and in situations not stipulated for by instructions, urgently contact with IOM designated staff for consultation.

Other requirements:

- All materials should be delivered to IOM for review prior to use with beneficiaries

REQUIRED COMPETENCIES

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all beneficiaries and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM

Technical

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- University degree in Political or Social Sciences, Business Administration, Law or Economics or a related field;

Experience

- At least 5 years of experience in business administration or adjacent fields;
- Knowledge of social development issues, business management, business development advisory services;
- Good knowledge of programme development, administration, evaluation concepts;
- Experience in working on direct assistance and/or re-integration projects is advantageous.

Language

- Fluency required in English and Tajik. Knowledge of Russian is an advantage.

Applying method: Interested candidates should submit their cover letter and CV to this e-mail address: applications.tj@iom.int or to the IOM Office located through 22A Azizbekov Street, Vtoroy proezd, **before 17:00 PM on November 30, 2019.**

Only short listed candidates will be called for interview.