



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY ANNOUNCEMENT
REF. NO. IOMTJK/2019/01(C)

TERMS OF REFERENCE

Title of Position: Programme Support and Monitoring and Evaluation Consultant
Organizational Unit: Community Stabilization, IOM Tajikistan
Classification: Consultancy
Duration of appointment: 6 months

Nature of the Consultancy:

Under the overall supervision of the Chief of Mission, and the direct supervision of the Community Stabilization and Emergency Unit project manager, the successful candidate will provide specialist advice and practical solutions in the capacity of Programme Support and Monitoring and Evaluation Consultant. The consultancy will cover managing project and mission level M&E plans, advising programme staff on implementation of projects in relation to field assessments, data analysis, monitoring and evaluation (M&E), reporting, and public information. The consultant will also maintain institutional data, including coordinating the regular IOM institutional questionnaire and other mission, donor and institutional data requests.

Objective:

To ensure efficient implementation of monitoring and evaluation plans, provide programme support, support information sharing between units, manage institutional information requests, support project development and support public information actions.

IOM Project to which the Consultancy is contributing:

Tajik-Afghan Integration, Reform and Resilience Building Programme (TAIRR), Mission level support

Tasks to be performed under the assignment:

- Coordinate the implementation of CSU and Mission level Monitoring and Evaluation Plans
- Undertake regular field visits throughout Tajikistan to assist in coordinating, evaluating and improving the planning, programming, implementation and monitoring of projects;
- Advise and assist in the overall design, integration and coordination of, and training on (M&E) frameworks and resources; support the development, data collection, analysis and reporting of M&E data and quality assurance tools for IOM staff and implementing partners;
- Facilitate and offer guidance to different units contributing to Community Stabilization and Emergency related programming on information sharing, acting as a focal point for coordinated information management;
- Analyze data on programme implementation and indicators in order to facilitate the preparation of interim and final donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, as may be required;
- Produce information management products and tools for reporting, project development, and public information purposes.
- Implement information dissemination tools and operational frameworks for data collection and sharing among key stakeholders;
- Offer expertise on public information activities within IOM Tajikistan, including photography, case

- studies, interviews, beneficiary stories etc. ensuring effective presentation of information, data and activities;
- Contribute to and maintain an updated social media page and IOM Tajikistan website, complete with news, photos, recently completed activities and other public information to boost IOM's digital reach;
 - Provide support to the Media Intern with the online safe migration awareness campaign and;
 - Contribute to Project Development processes in researching, formulating and writing documents related to the development of new projects.
 - Respond to information requests from partners, donors, regional office and headquarters and coordinate mission wide information gathering tasks.
 - Support mission-wide learning processes

Tangible and measurable outputs of the assignment:

- Maintain and implement M&E framework for TAIRR, and mission as needed
- Develop mission level M&E processes
- Produce 1 Public information product per quarter, weekly social media / website updates disseminated;
- Support the completion of project development/submission of CN or proposal as needed;
- Represent IOM Mission to UNDAF M&E group, coordinating fulfilment of UNDAF commitments
- IOM Institutional Questionnaire for 2019 filled in and submitted.
- Co-ordinate responses to other institutional data requests.
- Maintain a database on project information and respond to information requests on projects implemented by IOM Tajikistan, including institutional data requests
- Manage regular internal learning forums on issues of interest/need.

Education and experience:

- University degree in law, political science, public policy/administration, or social sciences with five years of relevant professional experience, preferably with state authorities or/and international organizations;
- Demonstrated analytical skills and capacity to carry out research, social reviews and analysis.

Languages:

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

Desirable Competencies:

- proven excellent analytical and drafting skills;
- ability to plan ahead multi-component and multi-actor activities;
- ability to process large volumes of information;
- ability to take initiative;
- effective communication skills with the ability to clearly and concisely express ideas both verbally and in writing;
- ability to take responsibility and manage constructive criticism;
- timeliness in performing functions, provision of deliverables and in reporting.

How to apply:

Interested candidates are invited to submit their CV and cover letter to applications.tj@iom.int

Please, indicate the position you are applying for in the subject line of your message.

Closing date for applications is **14 February 2019**, however interested candidates are strongly encouraged to apply sooner.

Only shortlisted candidates will be contacted.