

Position Title : **Consultant - Stakeholder Engagement**

Duty Station : **Homebased**

Classification : **Consultant, Grade Other**

Type of Appointment : **Consultant, four months**

Estimated Start Date : **As soon as possible**

Closing Date : **16 April 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Project Context and Scope

Shelter Projects is a joint initiative to develop learning and understanding around good shelter programming, it centres around a collection of global case studies developed through an interagency consultative process which has already completed nine editions since 2008. Shelter Projects aims to support learning from past responses in order to inform current and future practice. As such, Shelter Projects includes case studies of a wide range of different approaches to shelter and settlements assistance. Case studies highlight both good practices and challenges encountered and reflect on what could have been done differently.

Scope of work:

- Conduct a desk review of existing literature and data on the use of Shelter Projects by academic stakeholders, as well as the needs and preferences of these stakeholders for shelter-related learning and research.
- Develop a stakeholder mapping, or methodology, to identify the key academic stakeholders in the shelter and settlements space, especially from the global south, and including but not limited to the humanitarian context.
- Design and implement a stakeholder engagement plan, using appropriate tools and methods, such as direct engagement, surveys, interviews, and workshops, to collect feedback and input from the identified stakeholders on the use and value of Shelter Projects, as well as the gaps and opportunities for improvement and innovation.
- Analyze and synthesize the findings and recommendations from the stakeholder engagement process, and produce a concise report that outlines the current and potential use of Shelter Projects by academic stakeholders, and the products and services that currently or would best suit their needs and interests. The report should be accompanied by or include one or more specific products drawing from the Shelter Projects repository to better engage with academic stakeholders, as well as recommendations that can support the team in their engagement going forward.

Organizational Department / Unit to which the Consultant is contributing:

Department of Humanitarian Response and Recovery in IOM Headquarters – Shelter and Settlements unit (Office of the Deputy Director General -Operations)

Core Functions / Responsibilities:

Tasks to be performed under this contract

The consultancy should take place between May and September 2024. The expected deliverables and timeline are as follows:

- Inception report: Mapping of relevant academic institutions/networks, prioritization, and engagement work plan (2 weeks)
- Mid-term report outlining opportunities for engagement with selected priority stakeholders (8 weeks)
- Final report on the findings and recommendations from the stakeholder engagement process by August 2024, including examples of products to promote SP use by stakeholders and a final presentation (online) of findings (6 weeks)

All data collection tools and data must be submitted with the final report.

Performance indicators for evaluation of results

- Tasks listed in the ToRs that are on-track/completed, with the quality and comprehensiveness desired.

Required Qualifications and Experience:

Education, experience and/or skills required

- Master's Degree in Architecture, International Development, Humanitarian Affairs, Environmental Science, or related field at an accredited academic institution.

Experience

- Relevant professional experience in humanitarian operations, particularly shelter and settlements, with thorough knowledge and understanding of the wide range of shelter and settlements assistance within the humanitarian context, as well as coordination structures and modalities.
- Proficiency in English writing is required.
- Relevant professional experience in writing donor-related material as well as external reports is required.

Skills

- Ability to work with an emphasis on result, productivity, efficiency and effectiveness;
- Ability to perform duties under stress and strict deadlines; and,
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

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.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the

medical clearance process.

- Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 16 April 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 03.04.2024 to 16.04.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

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