

Position Title : **Consultant (National)**
Duty Station : **Dhaka, Bangladesh**
Department : **Protection**
Duration of Assignment : **31 October 2025**
Estimated Start Date : **As soon as possible**
Closing Date : **20.03.2025**

Objective and Scope:

Under the overall supervision of the Head of Protection Unit (PXD) and the direct supervision of the National Programme Officer (Protection), the successful candidate will be responsible for supporting day to day implementation of activities with focus on the Halfway Home for victims of trafficking under the 'A Comprehensive Counter Trafficking Program to Address Human Trafficking in Bangladesh' project.

Tasks to be performed under this contract:

- Oversee and assist in the implementation and monitoring the regular activities of Halfway Home in line with IOM protection principles.
- Assist in coordinating logistics, documentation and correspondence related to implementation of project activities.
- Assist in training, guiding and monitoring the work of implementing partner(s), providing overall support at field level.
- Ensure the standard operation procedures and guidelines for the Halfway Home are adhered to.
- Facilitate awareness raising/outreach activities with the community on safe migration.
- Communicate and coordinate with IOM (PxD team)at the Country Office on a regular basis with updates including challenges and achievements.
- Assist in evaluating the effectiveness of the services provided at the Halfway Home and suggest recommendations.
- Assist to organize meetings, workshops, events with the various stakeholders including beneficiaries, within the framework of the project.
- Support the PXD unit in coordinating project implementation in a timely manner, including the administrative, logistical matters as necessary, in line with IOM's policies and guidelines as well as donor requirements.
- Undertake duty travel within the country related to project implementation.
- Support the supervisor to collection of data, information and materials, and to support awareness raising sessions in collaboration with relevant stakeholders.
- Perform other duties as may be assigned by your supervisor.

Performance indicators for the evaluation of results:

- Quality of deliverables
- Meeting deadlines
- Engagement with affected communities
- Regular monitoring reports to supervisor/CO Dhaka
- Ensuring/monitoring of timely assistance to the victims of trafficking at the Halfway Home
- Timely and accurate follow up with implementing partner on financials and other administrative matters

Required Qualifications and Experience:

The offers will be evaluated in compliance with the following requirements:

- University degree preferably in Law, Political or Social Sciences, Psychology, Economics, Development Studies, or a related field with 3 years relevant experience.
- Relevant experience in monitoring and evaluation of development projects including successful report and document writing and process planning.
- Experience in awareness raising/ outreach activities with communities.
- Prior experience with a government, non-government, or international organization in the implementation and/or support of implementation of development projects is an advantage.
- Prior working experience with UN agencies, INGOs, and NGOs is desired.
- Experience in social work/working with vulnerable groups is an advantage.
- Good knowledge of Human Rights and Protection; Knowledge of Counter-Trafficking is an advantage.
- Proficiency with Microsoft Office applications, including Excel, PowerPoint, and Word.
- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization:
 - Adequate knowledge of monitoring and evaluation of project.
 - A team player with excellent organizational and problem-solving abilities
 - Intellectual acuity, attention to detail, and analytical abilities.

Languages:

Required to be proficient in English and Bangla.

Travel required:

Based in Jashore, travel may be required into the other project implementation areas as in line with the candidate's ToR.

Desirable Competencies:

Values

- I. **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- II. **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- III. **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- IV. **Courage:** demonstrates willingness to take a stand on issues of importance.
- V. **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

Other:

The application should be written in English.

Appointment will be subject to certification that the candidate is medically fit for appointment or visa requirements and security clearances.

How to apply:

External candidates: Send the application to IOMBangladeshJobs_External@iom.int with the subject line “**CFA-1/2025/C/BD1: Consultant (National)**” by **20 March 2025**.

Internal candidates: Send the application to IOMBangladeshJobs_Internal@iom.int with the subject line “**CFA-1/2024/C/BD1: Consultant(National)**” by **20 March 2025**.

CFA should demonstrate the understanding of the assignment, and experience.

Each Submission Must Include the Following:

- I. **Consultant Profile:** CV of the expert including records on past experience/s in similar assignments and name of the references.
- II. Samples of previous work on similar assignments

Note:

- The Consultant is responsible to settle the VAT.
- The release of the final payment/settlement is contingent to the submission of the original bank challan copy to IOM.
- Please keep the attachment size under 8 MB.

The mailing addresses provided above receives all applications for all posted positions for IOM Bangladesh. To ensure that your application will be reviewed, please put the proper reference code as mentioned above and all required documents are attached, else it will be disregarded. For any clarification, please contact IOMBangladeshHR@iom.int

Any attempt for persuasion will be considered as a disqualification.

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT.

Posting period:

From: 13.03.2025 to 20.03.2025