

Position Title : **Project Implementation Support (Consultant A)**
Duty Station : **Dhaka, Bangladesh**
Department : **Migration Policy & Sustainable Development**
Duration of Assignment : **Consultant, 4 months**
Estimated Start Date : **As soon as possible**
Closing Date : **28.03.2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading 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.

BACKGROUND INFORMATION:

Under the overall supervision of the Deputy Chief of Mission and direct supervision of the Head-Migration Policy and Sustainable Development, and in close collaboration with the relevant units at the IOM Bangladesh, the International Consultant for project implementation support will be responsible and accountable for supporting the implementation of the projects including reporting and documentation of projects and programmatic interventions of the MPSD unit in line with IOM's regional and country strategies.

DUTIES AND RESPONSIBILITIES:

1. Contribute to the development of results-based reporting and documentation of programmes and projects, in close coordination with the Unit head and other members of the unit.
2. In support of knowledge management, maintain accurate, updated, and pertinent records of all correspondences, reporting files, and related information.
3. Support to development of new projects and programmatic interventions.
4. Facilitate and assist the production of project evaluation reports and publications.
5. Support units with reporting tools to improve the accountability and visibility of the project.
6. Support the unit head in internal coordination with different intervention leads.
7. Conduct monitoring visits with the other members of the team.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience:

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

- University degree in International Relations, International Development, Political or Social Sciences, Migration Studies, Law, or a related field from an accredited academic institution with one years of relevant professional experience.

Languages

- Good verbal & written communication skills in Bangla and English.

Desirable Competencies:

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All 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: Maintain 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 – Level 1

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:

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

How to apply:

Send the application to dhakajobs@iom.int with the subject line **“CFA-4/2024/C/BD1: Project Implementation Support” by 28 March 2024.**

CFA should demonstrate the understanding of the assignment, and experience in module and action plan development, training, and capacity building services.

Each Submission Must Include the Following:

- i. Consultant Profile:** CV highlighting main assignments and achievements related to competencies and professional experience outlined in the CFA, including the degree of responsibility held in various assignments during the last 1 year.
- ii. Technical Proposal:** A technical proposal indicating how the work could be completed (maximum 8 pages).
- iii. Financial Proposal:** A financial proposal, outlining professional fees Consultant will be responsible for any tax or VAT issues.

Please keep the attachment size under 8 MB.

For any clarification, please contact IOMBangladeshHR@iom.int

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification.

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Posting period:

From: 14.03.2024 to 28.03.2024