

**Position Title** : **Consultant or Consultancy Firm to develop orientation package on Emergency preparedness, response and recovery for Bangladeshi migrants in their host countries (Category B)**

**Duty Station** : **Dhaka, Bangladesh**

**Department** : **Migration Policy and Sustainable Development (MPSD)**

**Duration of Assignment** : **Consultant, 6 months**

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

**Closing Date** : **31.03.2025**

*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.*

### **BACKGROUND INFORMATION:**

Crises whether it is natural or man-made, are a growing challenge for countries and the international community. The human mobility dimensions of crises are becoming more relevant, as crises produce increasingly complex and often large-scale migration flows and mobility patterns, which typically expose affected populations to significant vulnerabilities and generate serious and longer-term migration management challenges. Too often, however, the human mobility dimensions of a crisis are overlooked in response strategies.

Given this backdrop, several tools and frameworks notably Migration Crisis Operational Framework and Migrants in Countries in Crisis Initiative (MICIC) had been developed to guide States to assist migrants in crisis. In 2020, the Government of Bangladesh with support from the International Organization for Migration (IOM) contextualized the Migration Crisis Operational Framework with the to strengthen mechanisms for assisting nationals affected by crisis abroad.

To operationalize this framework in Bangladesh, IOM proposes to develop an orientation package to strengthen the ability of the key actors tasked with supporting and assisting a country's citizens living, working and travelling abroad to address the specific challenges their nationals face when confronted with crises abroad. This inclusive approach to enhancing capacities for migration crisis/disaster preparedness and management fosters resilience and ensures that no one is left behind, leading to more robust and timely responses to crises.

### **IOM Project to which the Consultancy is contributing**

The activity is being supported by the project "Strengthened Service Delivery Systems for Improved Migration Management and Sustainable Reintegration", implemented by IOM Bangladesh and funded by European Union (EU).

### **Objective:**

The International Organization for Migration (IOM) in coordination with the Government of Bangladesh proposes to develop an orientation package facilitated through e-learning course for key migration actors and local-level practitioners, equipping them with the necessary skills and knowledge to effectively address the needs of individuals during emergencies.

### **Key Tasks of the Consultancy**

The specific tasks of the assignment for the Consultant or Consultancy Firm are:

- To develop a detailed work plan, including timelines for submission

- To contextualize various training packages/resources as relevant
- To develop an orientation package for management of migration crisis
- To coordinate with relevant stakeholders to finalize the training package
- Develop content for e-learning course (in English and Bangla) based on the final orientation package
- Develop some handouts materials (in English and Bangla) based on the orientation package for key migration actors

***Tangible and measurable output of the work assignment:***

- Review relevant documents, training materials, manuals and modules (including the MICIC course reference handbook) to form the basis to contextualize those for the orientation package
- Consult with various stakeholders to enrich the orientation package
- Finalize the orientation package and content for e-learning course
- Develop orientation handouts (brief) on the package for participants



***Deliverables***

The following are the expected deliverables:

- The facilitation of session to finalize the orientation package
- Final orientation package on migration crisis approved by IOM
- Orientation handouts developed in both English and Bangla to be disseminated at various capacity building events

***Duration/ Timeline***

The total duration for this assignment is proposed to be approximately 6 months

***Performance indicators for the evaluation of results:***

- Facilitation of session to finalize the orientation package
- Final orientation package approved by IOM
- Orientation handouts developed in both English and Bangla approved by IOM

***Coordination and Reporting***

The Consultant or consultancy firm will work under the direct supervision of the Programme Officer-Migration Policy and Process and the overall guidance of the Head-Migration Policy and Sustainable Development. Satisfactory completion of the deliverables and final submission will be subject to the approval of IOM. Coordination with IOM should be maintained through regular updates on work progress (either through email or virtual meetings), or as needed, submitted to IOM. Participate in coordination meetings with relevant stakeholders including with the focal persons from the GoB as and when required.

***Required Qualifications and Experience:***

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

- Must be an expert who has completed a minimum master's degree in Public Policy, Social Sciences, Migration Studies, International Development, International Relations or a related field with at least eight years of relevant professional experience. Ph.D. is an added advantage;

- Solid understanding of the migration sector
- Proven experience of designing training modules and materials is an added advantage
- Demonstrated ability to draw lessons from relevant international, regional and national practices and processes;
- Excellent presentation, oral and written communication skills;
- Proficiency in English and good analytical, drafting skills;
- Ability to deliver according to a specified timeline while maintaining the quality of the output;

## Languages

Excellent knowledge of spoken and written English

**Travel required** Not applicable

## ***Desirable Competencies:***

### **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

### ***Other:***

The Proposal 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-2/2025/C/BD1: Consultant (National/International)**” by **31 March 2025**.

**Internal candidates:** Send the application to IOMBangladeshJobs\_Internal@iom.int with the

subject line “**CFA-2/2024/C/BD1: Consultant(National/International)**” by **31March 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 in similar assignments and name of the references.

**ii. Technical Proposal:** Technical Proposal with detailed methodology, tools and work plan.

**iii. Financial Proposal:** A financial proposal, indicating the proposed number of the workdays for each task of the Consultancy and daily fee (in USD). Consultant will be responsible for VAT issues and need to submit the original bank challan copy at the time of final payment/settlement.

*iv. 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 Proposal should be written in English.*

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](mailto: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: 17.03.2025 to 31.03.2025**