CALL FOR APPLICATIONS
CAPACITY-BUILDING EXPERT:
GUIDELINES ON MAINSTREAMING MIGRATION INTO INTERNATIONAL DEVELOPMENT

Terms of reference for consultancy services to support the finalization of the training package, develop participatory exercises to integrate migration into priority development sectors in line with the project Guidelines and Sector Toolkits and the Facilitator's Guide on mainstreaming migration into international development and development

Location: Home Based
Type of contract: Individual consultancy contract
Duration of contract: up to 30 working days over 4 months
Estimated starting date: 14/09/2020
Estimated end date: 13/01/2021
Closing date: 24/08/2020

The following is a call to carry out a consultancy for the International Organization for Migration (IOM) in the framework of the project funded by the European Union: ‘Mainstreaming Migration into International Cooperation and Development Policy’. Under this project, IOM has been contracted by the European Commission to contribute to effective mainstreaming of migration into international cooperation by (i) developing guidelines and training for mainstreaming migration into international cooperation and development and (ii) piloting these guidelines in three partner countries.

The selected consultant will work with the Project Management Team to (i) finalize the training package, (ii) develop participatory exercises to integrate migration into priority development sectors in line with the project Guidelines and Sector Toolkits and (iii) update the Facilitator's Guide on mainstreaming migration into international development and development.

1. Background


To roll-out these guidelines and tools, IOM has developed in 2018 a complementary training curriculum and related tools that has been tested in a series of trainings with development cooperation practitioners in Europe and three pilot countries (Ecuador, Madagascar and Nepal).
This training course has been developed to introduce the above guidelines, which provide practical methods and tools for mainstreaming migration. It can be delivered to participants from one or multiple national contexts with a focus on Development Cooperation Agency staff working towards the mainstreaming of migration into international cooperation and development.

The current training manual is structured around the following modules:

- Module 1: Migration today
- Module 2: Examples of integrating Migration
- Module 3: Integrating Migration in Practice

**2. Description of the assignment**

**2.1 Objective**
The objective of the consultancy is to support in finalizing the training package, develop participatory exercises to integrate migration into priority development sectors in line with the project Guidelines and Sector Toolkits and update the Facilitator’s Guide on mainstreaming migration into international cooperation and development.

**2.2 Requested services**
The service provider will carry out the following activities:

1. Support the development of new participatory training exercises to integrate migration into priority development sectors in line with the project Guidelines and Sector Toolkits
2. Update the draft Facilitator’s guide based on the feedback collected from rolled out trainings in pilot countries and globally
3. Receive and incorporate the feedback of the Project Management Team in the final version of the training package
4. Work together with the Project Management Teams and Graphic Design/ Layout expert to finalize the training package

**2.3 Deliverables**
The service provider is required to provide IOM with the following deliverables:

1. Detailed inception plan for proposed activities by 30 September 2020
2. Set of new training participatory exercise to integrate migration into priority development sectors in line with the project Guidelines and Sector Toolkits by 30 November 2020
3. Finalized training package by 13 January 2021

The above deliverables should be submitted to IOM in electronic version. All deliverables under this assignment will be written in English.

**2.4 Location and duration**

It is envisaged that the assignment will take maximum 30 (thirty) days over 4 months.

The assignment is envisaged to start on 14/09/2020 and should be completed no later than 13/01/2021.

The work will be home-based.
4. **Required skills and Experience**

**Experience:**
- At least 5 years of work experience in professional training, communication, and presentations
- Experience in Curricula and Training Development
- Proven knowledge and understanding of development and migration issues
- Working experience with International Organizations

**Language Requirements:**
- Written and spoken proficiency in English

5. **How to reply**

This application is open to individuals. Applications should contain the following documents/information to demonstrate their qualifications:

- Expression of interest (no more than one page)
- Resumé
- Copy of catalogue or samples of previous similar works, or web references to them
- All-inclusive daily fee requested. The daily fee will be specified in EUR per working day for up to 30 days (a day will be calculated as 8 hours and could be prorated to the hours worked) and shall cover all expenditures.
- The contact details of two references acquainted with your work in training and curriculum development

Qualified and interested candidates are requested to send their offer to the following address: [monofras@iom.int](mailto:monofras@iom.int) by **24 August 2020**, referring to this advertisement.