

Vacancy Notice

Position Title: Junior Consultant
Duty Station: IOM Beijing Office
Duration: 6 months with possibility to extend
Estimated Start Date: Immediate
Closing Date: 25 Aug 2021

IOM Introduction:

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.

Terms of Reference:

1. **Title of the consultancy:** Junior Consultant
2. **Duty Station:** Beijing, People's Republic of China
3. **Nature of the consultancy:**
Assist in the implementation of the project 'Operationalizing COMMIT in China: Setting the Foundation for A Transnational Referral Mechanism'
4. **IOM Project to which the Consultancy is contributing:** 'Operationalizing COMMIT in China: Setting the Foundation for A Transnational Referral Mechanism'

The one-year project funded by IOM Development Fund will support the operationalization of COMMIT objectives by strengthening transnational referrals in China's border areas, based on the adaptation and implementation of agreed COMMIT tools and in line with regional and international best practices.

5. **Tasks to be performed under this contract:**

Under the overall supervision of the Chief of Mission, the direct supervision of the Counter-trafficking Project Manager and with technical contributions from the Project Officers, the incumbent will provide consultancy services to assist in the design, implementation and reporting of all activities foreseen under the project Operationalizing COMMIT in China: Setting the Foundation for A Transnational Referral Mechanism.

6. **Deliverables:**

- a) Prepare summary reports related to the project activities (at least 2 summary reports, to be produced no later than 3 weeks after completion of related project activities)
- b) Translate the training curriculum and the innovative set of indicators developed within the framework of the project

IOM Mission in the People's Republic of China

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- c) Develop communication and visibility materials and ensure their dissemination (at least three WeChat posts)

Tasks to be performed throughout the consultancy duration:

- d) Build and maintain partnerships with various stakeholders, including government, central and local law enforcement agencies, service providers and other UN partners.
- e) Assist in the drafting of project concept notes and related terms of reference (ToR) (at least 2 concept notes and two ToR to be drafted)
- f) Assist in the design and delivery of the capacity building component of the project including training workshops for law enforcement and service providers (with logistics and other content and organizational arrangements, as requested by the Project Manager)
- g) Contribute to development of training materials and case studies for training courses
- h) Support the collection, management and dissemination of information and data according to the project needs, in compliance with the monitoring mechanisms and objectives set by the management team
- i) Assist in the drafting of one interim and one final narrative reports, in compliance with IOM and IDF requirements
- j) Support identification of experts in China and abroad to deliver project related consultancies (e.g. academia, think tanks, research centres, independent experts on counter-trafficking) and carry out discussions with them for the finalization of the final project deliverables
- k) Participate in inter-government and government coordination mechanisms and meetings related to the project activities, including COMMIT meetings
- l) Monitor trafficking trends and support development of new projects and mobilization of resources
- m) Perform such other duties as may be assigned by the PM.

7. Realistic delivery dates and details as to how the work must be delivered: All deliverables will be completed as discussed directly with the Project Manager

8. Performance indicators for evaluation of results (value of services rendered in relation to their cost): The Consultant's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, and quality of the products delivered.

9. Working Arrangements:

- a) The Consultant will work on an office-based full-time arrangement.
- b) The consultant will achieve the deliverables scheduled in agreement with the Project Manager and will keep a Log / Consultant Timesheet to record working hours/days for submission at the end of each month worked.

Required Qualifications:

Education:

Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution

Experience:

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience of organizing online meetings, have knowledge of how to customize Apps for online meetings, and have knowledge of PI.;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Language:

Fluent in English and Chinese.

How to apply:

Interested applicants should:

- a) Submit their CV/resume, one-page cover letter via email to IOM Beijing Office at: mrli@iom.int
- b) Please mark the subject line of your email with "IDF COMMIT Consultant"
- c) Only short-listed candidates will be approached for interview.