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**TERMS OF REFERENCE FOR A NATIONAL CONSULTANCY CONTRACT**

1. **Duty Station of the Consultancy:** Rabat, Morocco
2. **Duration and period of Consultancy:** 5 months starting asap, renewable
3. **Nature of the consultancy:** Information management specialist Category A Consultancy
4. **Project Context and Scope:**

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.

With 175 Member States and an additional 8 observer States, it closely collaborates with governmental, intergovernmental, and non-governmental partners to manage migration in an orderly manner and under conditions that preserve human dignity. Its goals include promoting international cooperation on migration, facilitating practical solutions to migration issues, and providing humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2005 and established the Country Office in Rabat in 2007.

Since 2005 and in partnership with the Government of Morocco, IOM has been implementing the National Assisted Voluntary Return and Reintegration (AVRR) programme in Morocco. This programme has assisted thousands of vulnerable migrants in Morocco who wish to return voluntarily to their country of origin but cannot do so on their own. These migrants, if they freely express their wish, can receive administrative, logistical, and financial assistance for a return to their country of origin in safe, dignified, and human rights-respecting conditions. The programme has also assisted thousands of Moroccan returnees in their sustainable reintegration.

Under the overall supervision of the Head of Programme and direct supervision of the Protection Officer, and in close coordination with relevant units, the information management specialist will be responsible for the strengthening the information management systems under the Protection portfolio, notably under the Assistance to Voluntary Return and Reintegration (AVRR)’ unit, for the EU funded Migrant Protection, Return and Reintegration Programme (MPRR) – North Africa (NA) project and the Dutch funded Cooperation On Migration and Partnerships to Achieve Sustainable Solutions (COMPASS) project.

1. **Organizational Department / Unit to which the Consultant is contributing:**

Protection Department, with a specific focus on the AVRR unit.

1. **Category A Consultants: Tasks to be performed under this contract**

1. Assist in collecting, maintaining, and analyzing various data for the Protection department, with a focus on the AVRR unit, and on data related to the MPRR-NA project and COMPASS project.
2. Assist with the review of monthly report data on returns, post arrival assistances and reintegration assistances and provide support and guidance on associated corrections, when necessary, in the Migrant Management Operational System Application (MIMOSA)
3. Perform data quality and consistency control to ensure that the data collected is accurate, reliable and aligns with the programme’s information management guidelines. Flag and bring to the attention of the Project/Programme Manager, delays or challenges regarding data quality or compliance issues with the IOM, donor, or partners requirements.
4. Support planning, implementation and data analysis of monitoring and evaluation surveys in Morocco and relevant IOM missions, ensuring compliance with the donor reporting requirements.
5. Maintain the mission standard information management data tools (databases, data visualization tools, automated analysis), propose improvements when necessary, and monitor coherent and timely use of tools.
6. Compile data and insights from the AVRR program and MiMOSA to feed into reports.
7. Perform such other duties as may be assigned.

1. **Performance indicators for the evaluation of results**
* Draft at least six reports (one per month) based on the data and insights from the AVRR program.
* 100% of monthly report data reviews done within deadlines
* Draft at least two data quality review reports, highlighting the level of MIMOSA compliance, data inconsistencies and corrective measures to be implemented
* Conduct at least 25% of monitoring and evaluation surveys on Morocco nationals (direct assistance survey, referral survey, reintegration monitoring survey and reintegration sustainability survey)
1. **Education, Experience and/or skills required**
* Master’s degree in Computer Science, Information or Data Management, Engineering, Social Sciences, International Affairs or a related field from an accredited academic institution with three years of relevant professional experience; or
* Bachelor degree in the above fields with four years of relevant professional experience.
* Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
* Experience in data collection is essential.
* Proven experience in statistical information analyses.
* Experience with relevant data visualization software such as Power BI and Report Builder.
* Proven understanding and knowledge in relational databases, specifically in SQL
* Experience in using MIMOSA (Migrant Management Operational System Application) for reporting purposes is an asset.
* Experience in web design and software development is an asset.
* Good understanding of migration issues, in particular migrants’ protection is a strong advantage.
1. **Travel required**

YES

* + In-country travel

1. **Competencies**

Values

* + - **Inclusion and respect for diversity**: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
		- **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.

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 action and delegated work.
		- **Communication**: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.