



Annex 2 - TERMS OF REFERENCE

Version 2

September 2021

FOR THE CONSULTANCY CONTRACT OF: _____ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** ____Rabat____
2. **Duration of Consultancy:** ____6 months____
3. **Nature of the consultancy:** Project Support Consultant – Project Development & Strategic Partnerships
4. **Project Context and Scope:**

The consultancy is directly related to Head of Programmes, and thereby supporting the Strategic Development and Management unit of the Morocco mission. The IOM Morocco mission currently implements projects in a wide variety of thematic areas through three distinct pillars: 1) Migration, Development and Governance; 2) Protection and Resilience and 3) Support to marginalized youth. The interventions within these pillars are all interlinked and require coordination and linkages between them in order to ensure one coherent approach for the mission in terms of migration interventions in the country.

Under the direct supervision of Head of Programmes and the overall supervision of the Chief of Mission, the Project Support Consultant will provide support to the different projects implemented by the three departments, based on a monthly/weekly tasks schedule coordinated with the Head of Programmes, and with a focus on: project development, reporting, developing strategic partnerships and events/trainings organization.

More specifically, the project support staff will support the implementation of protection, development and governance related initiatives, by providing essential operational and administrative support. By assisting programmatic units, the consultant will ensure efficient reporting, project monitoring, and development, contributing to the alignment of activities with project goals. His/Her role in quality control of documents and data entry ensures the accuracy and reliability of information used for decision-making. These tasks collectively streamline project workflows, maintain accountability, and enable informed adjustments, ensuring effective project delivery aligned with IOM's mission and project objectives.

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

Cross-cutting through 3 departments: 1) Migration, Development and Governance; 2) Protection and Resilience and 3) Support to marginalized youth.

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

1. Provide assistance and general support to the programmatic units of the IOM Morocco mission covered by above-mentioned programmes, more specifically through specific assistance to the Program Manager, the Monitoring and Evaluation Manager, the Communication Manager and indirectly to the Project Managers in the areas of: project development, fund mobilization, project monitoring, reporting and communication.
2. Lead and/or support the development of internal and external approaches and initiatives, to build a bridge between the Protection and the MDG Department and reinforce linkages between both departments (ethical recruitment, integration, regular pathways, etc.).
3. Ensure basic quality control review of project documents, reporting documents and communication documents.
4. Support the collection and preparation of documents for submission (virtually or physically) between units.
5. Support the development and implementation of the private sector approach for the Morocco mission.
6. Verification and support of data entry on PRIMA-for-All platform, including regular monitoring and evaluation, project development and reporting.
7. Support preparation of briefing notes, letters and emails (donor, thematic, mission, government exchange, etc.) for relevant programmes.
8. Support calendar updating and event planning support (e.g. International Migrants Day, donor visits, training, conferences, etc.).
9. Help compile minutes of meetings, visits, conferences and related administrative tasks.
10. Carry out any other tasks that may be assigned.

6. Performance indicators for the evaluation of results

Programmatic Support

- *Provide at least 10 hours per week of direct assistance to programmatic units.*
- *Support the drafting of at least 5 reports/briefs per month for project monitoring and fund mobilization.*
- *Support the conceptualization of at least 10 concept notes and project proposals.*

Building Protection-MDG Department Linkages

- *Develop at least 4 cross-departmental initiatives to strengthen integration between Protection and MDG*

programmes.

Quality Control Review

- Conduct a minimum of 8 document reviews per month, ensuring consistency in project, reporting, and communication documents.

Data Entry and Monitoring (PRIMA-for-All)

- Verify and update at least 10 project records per month on the platform.
- Conduct weekly monitoring of data accuracy and compliance.

Preparation of Briefing Notes and Communications

- Draft and finalize at least 8 briefing notes, letters, or emails per month for donors, thematic groups, or government exchanges.

Calendar and Event Planning Support

- Maintain and update mission calendar bi-monthly.
- Assist in planning at least 3 major events, including donor visits.

Meeting and Conference Documentation

- Compile and finalize minutes for at least 4 key meetings per month.
- Ensure all meeting notes are shared within 48 hours post-meeting.

7. Education, Experience and/or skills required

- Experience in working with UN agencies
- Experience in working on migration and development
- Experience in supporting trainings and events organization
- Fluent in both English and French

8. Travel required

YES

9. 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.