



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. GENERAL INFORMATION	
Position	Youth Employment Specialist
Workplace	Bissau, Guinea-Bissau
Contract duration	3 months
Supervision	Direct Supervision of the Head of Office
Deadline for submission of proposals	05/31/2019

II. CONTEXT AND SCOPE
<p>The International Organization for Migration (IOM) is the United Nations agency for Migration. IOM is committed to the principle that human and orderly migration benefits migrants and society. As the leading International Organization for Migration, IOM works with its partners in the international community to help address the growing operational challenges of migration management; Better understand migration issues; Encourage social and economic development through migration; Defend the human dignity and well-being of migrants.</p> <p>Under the direct supervision of the Head of Office (HoO) in Bissau and in close coordination with the Regional Thematic Specialist based in Dakar, the successful candidate will ensure quality assurance and coordination of the Project Manager of the project “Bridging together youth, diaspora and local authorities for an integrated approach to promote employment and address irregular migration in Guinea Bissau”.</p> <p>In Bissau. S/he will work with government authorities and technical partners in order:</p> <ul style="list-style-type: none">• To equip national and local authorities with knowledge and tools on how best to account for migration into local development plans;• To empower youth in origin communities to achieve their livelihood expectations and aspirations while promoting their access to viable jobs locally and abroad, and• To facilitate diaspora engagement to contribute to youth empowerment and promote local alternatives to irregular migration in their countries of origin through skills transfers programmes. <p>The activities will be carried out in coordination with the main national / local authorities and the specific stakeholders on the subject of labor and migration in Guinea-Bissau. S/he will also participate in the development and promotion of IOM's migrant's assistance strategy in Bissau in harmony with the other ongoing projects and the vision of IOM. Specifically, the incumbent will be responsible for the coordinate overall implementation of the project.</p>

III. TASKS AND RESPONSIBILITIES
<ul style="list-style-type: none">• Maintain coordination with appropriate IOM units, field offices, the Regional Office (RO) in Dakar and the Headquarters (HQs) and IOM Guinea Conakry (project management site) related to an integrated approach to promote employment and address irregular migration activities and other programmes related to diaspora, labour and migration issues;

- Coordinate creation of income generating activities for youth with a particular focus on environmental sensitive micro business such (i.e. recycling, environmental sensitive energy systems, agroecology, etc) and initiating partnership with CSOs under this deliverable.
- Support development of sustainable business plan for income generating activities;
- Support the development of community-based project with diaspora engagement;
- Maintain close links with all relevant stakeholders working on labour and migration in Guinea Bissau
- Plan and deliver training of trainers for relevant government officials and civil society on the links between migration & development, business development etc.
- Support revision and quality assurance of regular donor reports or any other report about the project activities and regularly update the donor on the project progress or challenges encountered; prepare briefings, statistical/narrative reports, and background information as required including specific information requested by governments and other entities.
- Undertake duty travels, in line with prevailing security restrictions, relating to project assessments, liaison with counterparts, monitoring and project implementation, as required.
- Perform such other duties as may be assigned.

IV Abilities

Behavioural

- Professionalism: demonstrated understanding of operations relevant to IOM; technical capabilities or knowledge relevant or transferrable to IOM procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and IOM in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards [Insert name of Host Agency]'s mission and vision, as well as to the UN Core Values.

Technical

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

V. QUALIFICATIONS AND EXPERIENCES

- Required Experience: 5 years of experience in project management, specifically supporting business creation and income generating activities
- Master's degree in the area of local development, agriculture, environment, sociology, economy or other related field.
- Experience in project development and programme management in the area of agriculture, environment, youth employability, local development;
- Experience in liaising with government authorities, other national/international institutions and NGOs;
- Good knowledge of project formulation, administration and evaluation techniques and practices;
- Experience in community engagement activities;
- Good level of computer literacy, including database applications;
- Demonstrated record of supervising staff and coordinating administrative activities;
- Working experience in the field is an asset.

VI. LANGUAGES

Portuguese and English
French is considered an asset.

Fluency
Working knowledge