



IOM International Organization for Migration

## CALL FOR CVS

Position	: <b>Consultant (Development of Business Skills Training Manual)</b>
Organizational Unit	: <b>Assisted Voluntary Return &amp; Reintegration (AVRR)</b>
Duty Station	: <b>Lagos</b>
IOM Classification	: <b>Consultant</b>
Type of Appointment	: <b>Consultant, 25 effective working days</b>
CFCV No.	: <b>CFCV2018/68</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>Sunday 15<sup>th</sup> July, 2018</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

### **Context:**

Working under the overall supervision of the Programme Manager (MM), Lagos and the direct supervision of the Senior Programme Assistant (MM/AVRR), the successful candidate will be expected to develop a comprehensive Trainers and Trainee Manuals focusing on entrepreneurship and business management for returnees.

### **Core Functions / Responsibilities:**

The Consultant will be responsible for the following:

1. To Develop a **standard and comprehensive** Trainer's Manual to guide and assist trainers in conducting training to help returnees prepare for reintegration, including Psychosocial First Aid, entrepreneurship/ starting and running a business, value and supply chain, and partnerships and cooperative concepts;
2. Trainees' Guide, which is based on the trainer's manual, intended to help returnees in their reintegration activities.

### **Methodology and Scope of Work**

The methodology will include but will not be limited to:

#### Literature Review

- The consultant will review all relevant available training manuals developed by IOM and other actors including the Nigerian government on business/entrepreneurial management for SMEs with the aim of filling gaps in existing materials; researches, assessment reports, market information etc.

#### Approach

Building on existing training contents and incorporating adult learning techniques, *design and develop comprehensive Trainer's Manual and Trainee's guide.*

- The Trainer's Manual is targeted towards guiding and assisting trainers to conduct training on small and medium sized businesses.
- Both the Manual and the guide should be translated into Hausa Language
- The manual should be divided into modules structured for a 4 day training period and topics to be covered will be finalized on the basis of discussions with IOM, but are likely to include:
  - Psychosocial First Aid (PFA) – preparing for reintegration
  - Understanding business/entrepreneurship,
  - Business financing

- Writing business plan
- Book keeping
- Customer development/human relations
- Marketing
- Value Chain and Supply Chain Management.
- Partnerships and Cooperatives.

(All the above **topics should be elaborated with case studies**).

Feedback

- Field testing the manual and guide and conducting *Training of Trainers*.

### **Tangible and Measurable Output of the work assignment**

The contracted individual will have to understand the present operational methodology, policies & procedures of IOM business trainings and observe ongoing training activities conducted by IOM trainers with view of achieving the overall objective of the assignment.

- An inception report detailing the consultancy work-plan including the methodology (max 4 pages). The report will outline in detail a fine-tuned methodology and scope based on the consultant's interpretation of the tasks and deliverables suggested in the TOR.
- Present soft copy, present 2 printed copies of the Trainer's Manual and Trainee's Guide s. (in English and Hausa)
- The contracted Individual will conduct field test and provide a comprehensive Training of Trainers (TOT) on newly developed training manuals and soft skills modules to a master trainers group. There will be one venue for TOT where a group of selected trainers will come and join. The venue and the list of trainers shall be determined and confirmed by IOM.
- Submit a brief final report highlighting all the results and outcomes of the assignment including trainers' evaluation and need assessment status, recommendations on the activities or other steps that be taken for the further development of business training and practices.

### **Required Qualifications and Experience**

- Relevant academic background (Master Degree preferred) in Finance, Business Studies, Economics, Social Science, International Development, Entrepreneurship , or related fields with subjects related to business management..
- At least 5 years' experience working in international NGOs at grass-root level (community solidarity groups, CBOs etc.)
- Working experience in developing/ managing programmes
- Demonstrated experience in development of manuals particularly applying adult learning techniques, organizing workshops, Trainings, FGDs, conducting interviews at national level and producing recommendations
- Personal commitment, efficiency and flexibility, together with the ability to work both independently under minimum supervision and with large diverse project teams.
- Experience working in Nigeria and an excellent understanding of the current business environment and Nigeria market structure
- Professional experience working with trainers or small to medium sized business in Nigeria is an asset

### **Timing**

**Timing:** The target date for commencement of the consultancy is July 2018. The date for completion is September 2018 with an estimated 25 effective working days during the period

### **Languages**

Fluency in **English**; Fluency in Hausa language advantageous;

### **Required Competencies**

- Confirmed interest in small and medium enterprise development
- Excellent command of the English and Hausa languages.
- Strong interpersonal and networking skills
- Strong oral and written communication skills
- Creative and result oriented
- Computer proficiency including working with knowledge of MS Office products (Word, Excel, PowerPoint)

### ***Others***

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Women with the above qualifications are encouraged to apply

### ***How to apply:***

Interested candidates are invited to kindly submit applications and the following written materials via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Sunday 15<sup>th</sup> July 2018**.

- a) A maximum of 4 page proposal providing a brief methodology on the approach and conduct of the work within the suggested time frame.
  - Resume with detailed listing of the most relevant similar work undertaken with closely related professional experience, and also including:
    - The names of companies or organizations previously served, with up-to-date contact details.
    - At least one professional reference for the consultant, with complete contact information; and,
    - Details of the consultants' technical training and education.
  
- b) Documentation of recent daily consultancy rates received for previous work done

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **CFCV2018/68 Lagos. Consultant (Development of Business Skills Training Manual)**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

### ***Posting period:***

From 05.07.2018 to 15.07.2018