



IOM International Organization for Migration

CALL FOR CVS

Position	:	Consultant (MM/Cooperative Formations & Strengthening of Returnee Associations)
Organizational Unit	:	MM
Duty Station	:	Lagos
IOM Classification	:	Consultant
Type of Appointment	:	Consultant, 3 months
CFCV No.	:	CFCV2019/09
Estimated Start Date	:	As soon as possible
Closing Date	:	Tuesday 5th February, 2019

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:

Under the overall supervision of the programme manager (migration management) Lagos and the direct supervision of the senior programme assistant (MM/AVRR), the successful candidate will work under the project, "EUTF-IOM Joint Initiative for Migrant Protection and Reintegration: Nigeria" to support the establishment and enhancement of voluntary, democratically managed, and economically self-sufficient migrant cooperatives and returnee associations to encourage socio-economic reintegration opportunities of returned migrants in targeted states (Edo, Delta and Lagos).

Core Functions / Responsibilities:

1. Analyse the needs and opportunities for the development of returnee associations, as well as migrant cooperatives in Nigeria in specified sectors (including agricultural and agro-processing activities, metal and wood working, production of handicrafts, tailoring, food and hospitality, hair and beauty salon).
2. Identify and develop a database of migrants/returnees interested in forming or joining migrant cooperatives and/or returnee associations.
3. Establish and strengthen returnee associations in Lagos (South-West), Benin in Edo (South-South) and Delta states, providing material and capacity building support.
4. Establish and strengthen 11 migrant cooperatives in Lagos (South-West), Benin in Edo (South-South), and Delta states and provide material and capacity building support including:
 - a) Material support respective to services offered, based on needs and gaps of cooperative.
 - b) Technical knowledge, administrative and procedural support, including the development or revision of business plans, constitutions (byelaws), guiding the structure and management of the cooperatives including selection of executive members.
 - c) Facilitate the proper application and registration of each cooperative with relevant authorities in the respective States, including opening bank accounts.
 - d) Support cooperative associations in identifying additional business development and growth areas, through which micro-financing can be accessed, including the development of a roadmap for ensuring continuity and sustainability (and need for additional capacity building).

METHODOLOGY:

The following methodological approach is proposed at a minimum, and is to be further refined by the respective consultant in the methodology section:

- a. Primary information: information collected through Focus Group Discussions and Key informants' interviews (with representatives from the government; private sector actors, CSOs/NGOs, coordination and network mechanisms, reintegration support providers, sectoral associations, described above) covering Federal and state levels (Lagos, Edo and Delta).
- b. Secondary information: review of national policies/strategies, publications, including global and/or relevant best practices on socio-economic reintegration approaches.

Tangible and Measurable Output of the work assignment

1. 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 in the TOR.
2. A draft report of the activities carried out for establishing and strengthening 11 migrant cooperatives and returnee associations.
3. Submission of developed and/or revised business plans and constitutions (bye laws) of cooperatives.
4. A final report, which includes, at a minimum:
 - Introduction, background and methodology;
 - Detailed description of migrant cooperatives and returnee associations that were established and/or received capacity building support.
 - Overview of returned migrants registered to form each cooperative and/or returnee association;
 - Business plans, constitution and registration documents for each cooperative, including overview of board members;
 - A roadmap, including next steps and recommendations, for planning in financing and supporting scalability.

Required Qualifications and Experience

- A post-graduate degree in Business, Economics, Finance Social Science, International Development, Entrepreneurship, or related fields with subjects related to micro-finance management.
- At least six years of progressive work experience in (small and medium-sized) business development, micro-finance management, and/or running cooperative associations.
- Good understanding of approaches to expand small and medium-sized enterprises and accessing micro-credit options.
- Proven experience to conduct research and produce analysis, identifying trends and producing effective recommendations.
- Excellent writing skills, with demonstrated experience in producing reports and papers.
- Professional experience working with migrants, vulnerable groups, in the areas of business development, rehabilitation or reintegration in Nigeria is considered an asset.
- Personal commitment, efficiency and flexibility, together with the ability to work both independently under minimum supervision and with large diverse project teams
- Computer proficiency including working with knowledge of MS Office products (Word, Excel, PowerPoint)
- Excellent command of the English language (written and verbal)

Languages

Fluency in **English**; knowledge of multiple languages advantageous;

Required 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.

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 are encouraged to apply

How to apply:

Interested candidates are invited to submit applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Tuesday 5th February 2019.**

Shortlisted candidates will be required to submit a **Technical (max 4 pages) and financial proposal (listing all costs associated with this assignment & documentation of recent daily consultancy rates received for previous work done)**

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 **CFCV2019/09 Lagos. Consultant (MM/ Cooperative Formations & Strengthening of Returnee Associations)**

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

Posting period:

From 30.01.2019 to 05.02.2019