



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

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	National Project Officer (Joint Migration and Development Initiative)
Position grade	Grade NO-A
Duty station	Kathmandu
Seniority band:	III
Job family:	Non Resettlement Program
Organizational unit:	Joint Migration Development Initiative (JMDI)
Position number	N/A
Position rated	Yes (24.07.2013)
Subject to rotation	N/A
Reporting directly to	JMDI Programme Manager
Overall supervision by	Chief of Mission
Managerial responsibility	Yes
Directly reporting staff	Yes

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>The European Commission and the United Nations launched in 2009 a Joint Migration and Development Initiative (JMDI) that reflected the strong nexus between migration and development. Based on the JMDI successful results and lessons learnt, a new phase of the programme focused on the local dimension of migration and development is launched which is funded by the European Commission (EC) and the Swiss Development Cooperation (SDC) and IOM is an anchor agency for Nepal.</p> <p>The programme will address to move from an isolated and individual approaches towards more structured forms of interventions through the identification of promising initiatives from local authorities in partnership with civil society organizations that will be scaled up to maximize impact on local development. Policy options and definition of road maps for action will be drawn from the experience of the supported initiatives. The capacities of selected local administrations will be effectively linked to migration and development, with a specific focus on facilitating increased coordination within local authorities' administration in order to maximize their ability to grasp the potential of migration for development. The programme will also connect local authorities globally with each other and with other stakeholders and facilitate partnerships (between local authorities in countries of origin and destination of migration) to reinforce local authorities' potential to become active players in the field of migration and development.</p> <p>Under the direct supervision of the JMDI Programme Manager and overall supervision by the Chief of Mission of IOM, in close coordination with Regional Office and in close contact with the JMDI partner agencies in Nepal and PMU Brussels, the Focal Point will support the appraisal, monitoring and reinforcement of capacities of funded initiatives. The bulk of the time, he/she will be based on the site of the up-scaled initiatives to perform this role. In close contact with the JMDI partner agencies, the Focal Point will also ensure the coordination and articulation of the initiatives on a multi-stakeholder level, liaising with the relevant national and sub-national entities to inform them of the programme's activities, reach consensus and gain their support. The Focal Point will also work in close coordination with the Local Development</p>

Specialist providing technical expertise to the projects' stakeholders, capturing and disseminating lessons learned and report back to the PMU on the progress being made with update and evaluation reports.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist the PMU in the identification of initiatives of local authorities in partnership with civil society organizations which will be scaled-up with JMDI funding by analyzing the credibility, capacity, transparency and accountability of the entity and the initiative.
2. Assist intended project beneficiaries in preparing project proposals for submission for funding.
3. Ensure proper inclusion of key principles of local development within projects' methodologies in view of reaching impact and sustainability.
4. Assist the PMU in preparing the documentation to support the selection of awarded projects by the JMDI steering committee.
5. Facilitate a decentralized approach to programme management through the establishment of an adequate inter-agency framework which enforces inter-agency cooperation and alignment with the programme and which builds on existing United Nations Development Assistance Framework.
6. Provide support in mapping, reaching out and mobilizing and creating synergies with existing networks of local government authorities at national and international levels.
7. Build or strengthen strategic alliances of local and national governments with civil society organization, universities, social entities and other local stakeholders
8. Coordinate and strengthen all alliances with all key stakeholders at national and local levels to increase programme impact, visibility and performance.
9. Communicate with PMU in order to consolidate outreach strategies vis-à-vis local authorities in the target countries and at global level.
10. Engage local offices of the Swiss Development Cooperation and EU delegations to regularly report on programme implementation at national level and build synergies with other activities funded by the donor.
11. Organize and coordinate meetings with JMDI partner agencies, national and local governments, civil society organizations, social entities, universities and other relevant actors to mobilize constituencies of local actors in regions of intervention.
12. Disseminate lessons-learned from up-scaled projects and facilitate knowledge sharing and dialogue between relevant local stakeholders in the regions of intervention.
13. Provide meeting reports and disseminate ideas and conclusions to all stakeholders.
14. Perform other duties as may be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

SES COMPETENCIES AND INDICATORS, GRADE BAND III

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation

<input type="checkbox"/> Persistent, calm, and polite in the face of challenges and stress <input type="checkbox"/> Treats all colleagues with respect and dignity <input type="checkbox"/> Works effectively with people from different cultures by adapting to relevant cultural contexts <input type="checkbox"/> Knowledgeable about and promotes IOM core mandate and migration solutions Teamwork <input type="checkbox"/> Actively contributes to an effective, collegial, and agreeable team environment <input type="checkbox"/> Contributes to, and follows team objectives <input type="checkbox"/> Gives credit where credit is due <input type="checkbox"/> Seeks input and feedback from others <input type="checkbox"/> Delegates tasks and responsibilities as appropriate <input type="checkbox"/> Actively supports and implements final group decisions <input type="checkbox"/> Takes joint responsibility for team's work Technological Awareness <input type="checkbox"/> Learns about developments in available technology <input type="checkbox"/> Proactively identifies and advocates for cost-efficient technology solutions <input type="checkbox"/> Understands applicability and limitation of technology and seeks to apply it to appropriate work Resource Mobilization <input type="checkbox"/> Establishes realistic resource requirements to meet IOM needs
Technical
<ul style="list-style-type: none"> Effectively applies knowledge of migration issues within organizational contest Correctly frames migration issues within their regional, global and political context

V. EDUCATION AND EXPERIENCE
<ul style="list-style-type: none"> Bachelor's degree in a relevant discipline (e.g. Economics, Urban and Regional Planning, Local Economic Development, Policy Analysis, Private Sector Development and Migration). Master's degree will be an advantage. Minimum 2 years of previous experience on local development and migration, with emphasis on policy, strategy and programme design and implementation. International experience as well as experience with an international development organisation or a reputable non-governmental organisation would be a distinct advantage. Previous work experience with migration and development issues a strong advantage as well as proven capability to produce knowledge and capacity development products. Computer literacy in Microsoft Office (word, excel, outlook) and web-based applications.

VI. LANGUAGES		
Required		
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English Nepali		
Advantageous		