

Research Assistant (Consultant)

I. POSITION INFORMATION	
Position title	Research Assistant for Caribbean Studies
Grade	Consultant
Duty station	Remote
Duration	4.5 months
Reports directly to	Research Officer
Start date	1 May 2021
End date	15 September 2021
II. ORGANIZATIONAL CONTEXT	
<p>Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.</p> <p>The Western Hemisphere Program (WHP) funded by the United States Department of State, Bureau of Population, Refugees and Migration (PRM), seeks to strengthen the capacities of States in Central America, Mexico, and the Caribbean to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development.</p> <p>The selected candidate will support the Research Unit of the WHP in the development and coordination of Caribbean research projects. This person is expected to work proactively assisting with different tasks that may vary from taking meeting minutes to developing desk reviews, writing brief reports and doing copyediting.</p> <p>The Research Assistant will support the Research Officer in completing final revisions and managing formatting and design-related edits and creating communications and dissemination materials for all Caribbean-focused reports to be published in 2021, specifically:</p> <ul style="list-style-type: none"> • Migration Governance Needs Assessment on Guyana, Belize, and Suriname (3 reports in English and 1 report in Dutch) • Migration Governance Needs Assessments on Aruba, Curaçao, and Sint Maarten (3 reports in English and 3 reports in Dutch) • A Migration Brief on Sint Maarten • A report on planned relocation in the Caribbean • A report on evacuation policy and practice in the Caribbean • A brief on migration governance across Mesoamerica and the Caribbean • Blogs, podcasts, press releases, and other communications materials as needed • Support with conducting webinars or other presentations of the research 	



The Research Assistant will, following IOM publication and brand guidelines, facilitate the finalization of reports and published products to ensure thorough copyediting and proofreading and to support design-related edits and providing feedback to the designer for each project. The Research Assistant will serve as a key part of the communication and dissemination processes of each of the aforementioned projects.

This position requires creativity and the ability to create communications and dissemination products that speak to government, civil society, and academic audiences and that represent IOM across the Caribbean.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

The specific assignments and deliverables of this consultancy include but are not limited to:

Assignment	Deliverable	Date
<ul style="list-style-type: none"> • Create presentation and other dissemination materials as needed for the launch of the Migration Governance Needs Assessments on Guyana, Belize, and Suriname • Support developing meeting minutes and assisting in administrative procedures as required. 	<ul style="list-style-type: none"> • PowerPoint presentation for each country, based on the Migration Governance Needs Assessment reports • Blog or other communications product for each country, based on the Migration Governance Needs Assessment reports 	May-June 2021
<ul style="list-style-type: none"> • Create communications or dissemination materials for the report on planned relocation in the Caribbean • Create communications of dissemination materials for the report on evacuations in the Caribbean • Create communications or dissemination materials as needed for the launch of the Migration Governance Needs Assessments on Aruba, Curaçao, and Sint Maarten, including the Migration Brief on Sint Maarten • Support developing meeting minutes and assisting in administrative procedures as required. 	<ul style="list-style-type: none"> • PowerPoint presentation, webinar plans, infosheet, blog, podcast, or other materials to share the findings of the planned relocation report • PowerPoint presentation, webinar plans, infosheet, blog, podcast, or other materials to share the findings of the planned relocation report • PowerPoint presentation for each country, based on the Migration Governance Needs Assessment reports • Blog or other communications product for each country, based on the Migration Governance Needs Assessment reports 	June 2021 Deadline: 30 June 2021 Payment: 50%
<ul style="list-style-type: none"> • Conduct proofreading and copyediting of the Migration Governance Needs Assessments on Aruba, Curaçao, and Sint Maarten, including the Migration 	<ul style="list-style-type: none"> • 6 Migration Governance Needs Assessments, 1 Migration Brief, 1 report on planned relocation, and 1 report on evacuations prepared for design. 	June-July 2021



<p>Brief on Sint Maarten, in advance of the design process.</p> <ul style="list-style-type: none"> • Conduct proofreading and copyediting of the report on planned relocation in the Caribbean, in advance of the design process. • Conduct proofreading and copyediting of the report on evacuations in the Caribbean, in advance of the design process. • Support developing meeting minutes and assisting in administrative procedures as required. 		
<ul style="list-style-type: none"> • Conduct final proofreading and copyediting of the Migration Governance Needs Assessments on Aruba, Curaçao, and Sint Maarten, including the Migration Brief on Sint Maarten, following the design process. • Conduct final proofreading and copyediting of the report on planned relocation in the Caribbean following the design process. • Conduct final proofreading and copyediting of the report on evacuations in the Caribbean following the design process. • Support developing meeting minutes and assisting in administrative procedures as required. 	<ul style="list-style-type: none"> • 6 Migration Governance Needs Assessments, 1 Migration Brief, 1 report on planned relocation, and 1 report on evacuations prepared for publication and launch. 	<p>August 2021</p> <p><i>Deadline: 15 September</i></p> <p><i>Payment: 50%</i></p>

As part of this consultancy, depending on the availability and technical capacity of the consultant, support may also be requested from the Research Unit in the following tasks:

- Support in the systematization of project information, including cleaning data tables and interview notes, preparing meeting minutes and press releases, among others.
- Actively participate in weekly meetings, and other meetings as required by the Research Unit.
- Support in the coordination of dissemination events, webinars, or other Research Unit-led events.



- Support in the follow up of communications with counterparts and administrative procedures.

IV. EXPERIENCE

- At least 2-3 years of international experience, preferably in editing or publications. Experience with InDesign is preferred.
- Experience collecting and managing data.
- Experience with organizing events.
- Experience working with governments, civil society, and academia.

V. EDUCATION

- University degree from an accredited academic institution preferably in Public Policy, Communications, International Affairs, or another related technical field.
- Knowledge of migration related issues will be an advantage.

VI. LANGUAGES

Required	Desirable
English.	Spanish French Dutch

VII. PAYMENT

USD 5,000

VIII. APPLICATIONS

CV, with three work references (name, position, telephone and email) and a motivation letter of maximum one page, to the email: COSanJoseVacancies2@iom.int referring to the vacancy: "Consultancy: Research Assistant for Caribbean Studies".