TERMS OF REFERENCE

TITLE OF THE POSITION: Online Course Content Developer

Workplace: Remote

Type: Consultancy

Starting date: As soon as possible

Objective: DEVELOP A SELF-PACED ONLINE COURSE ON MIGRATION DATA IN THE CARIBBEAN

1. BACKGROUND:

Since 2010, the International Organization for Migration (IOM) has been implementing the Western Hemisphere Regional Capacity-Building Program on Migration in Mesoamerica and the Caribbean, which main objective is to contribute to the development and implementation of effective and humane migration policies.

Formulating evidence-based public policy on migration is essential to ensure safe and orderly migration processes that unlock the potential of sustainable development for all, including migrants and their families, countries of origin, countries of destination, and countries of transit. It is thus important that quality, disaggregated and comparable data is collected and analyzed for dissemination and uses by governments, academic institutions and civil society in order to best understand, plan for, and react to migration flows. While evidence-based migration policies are a fundamental component of good migration governance, however, several recent studies and assessments confirm the multiple challenges faced by public and private stakeholders to ensure the availability of up-to-date data and information on migration.[1] Despite the progress made in this area during the last twenty years, significant challenges still remain to ensure the availability of up to-date and real-time data and information on migration, as well as limitations on coordination between countries (and within countries) to facilitate the exchange of data and information.

Under this framework, in collaboration with partners, IOM proposes to carry out an Online Course on Migration Data for the Caribbean region for government officials, students, international organizations, and anyone interested in migration in the Caribbean. To conduct online courses, IOM has developed and utilizes its E-Campus platform (https://www.ecampus.iom.int/). IOM E-Campus is a virtual learning

---

[1] See for example IOM (2018) More than numbers: How migration data can deliver real-life benefits for migrants and governments; available at: https://gmdac.iom.int/more-than-numbers

platform that offers courses in three different modalities: self-paced, facilitated and blended learning. The platform hosts free courses, available to the general public and other more specialized courses, which are created in response to demand.

In this case, IOM is interested in developing a self-paced course on migration data for the Caribbean region, following both the online learning requirements and quality standards of the IOM E-Campus, and IOM international guidance on migration data.

2. NATURE OF THE CONSULTANCY

The consultant will contribute to the capacity building of government officials, academia, stakeholders (including private sector) and interested public through the development of a self-paced course on migration data in the Caribbean region.

3. OBJECTIVE:

The main objective of this consultancy is to develop the script and participate in revisions of an introductory self-paced online course on migration data for the Caribbean region.

4. MAIN TASKS/FUNCTIONS

- Develop the online curriculum for the self-paced course on migration data in the Caribbean (including support material and resources) in close coordination with IOM E-Campus Team, Global Migration Data Analysis Centre (GMDAC) and other IOM staff.
- Develop a script using available resources on migration data for the Caribbean region, in English, and provide constant feedback on its uploaded delivery form, following IOM E-Campus standards. This implies correcting and adapting the script to the different revision processes, reviewing the written content and drafts of the different stages of the design of the virtual course (alpha, beta, and gold versions), and providing inputs.
- Participate in coordination meetings with the different stakeholders involved in the process.
- Work under the direct supervision of the Program Support Officer for the Caribbean of the Western Hemisphere Program and in close coordination with the E-Campus team.
- Deliver the final products on time to the full satisfaction of IOM.

5. ACADEMIC REQUIREMENTS

A degree in statistics, demography, social sciences, or a related field.

6. EXPERIENCE LEVEL REQUIREMENTS

- Academic and technical capacity and professional experience in knowledge and management of migration issues in the Caribbean.

- Experience in instructional design and content development of virtual courses.

- Experience in pedagogy or teaching processes, preferably in virtual environments.

-Knowledge of migration data.

- Excellent ability to summarize, write and explain complex content in a simple manner.

- Ability to develop innovative educational proposals through the use of technological resources.

7.   DESIRABLE SKILLS

- Motivated and able to work independently

- Ability to explain statistical or demographic vocabulary and theories in a simple and accessible manner.

- Ability to work under pressure and based on results (products).

- Ability to organize activities for the collection of inputs (technical meetings, request for information from relevant government and non-government institutions).

- Knowledge and management of qualitative and quantitative resources in English, online databases, websites, search portals, international and IOM sites

-Ability to write properly and concisely to achieve the desired results in their course participants.

8.   LANGUAGES: English.

9.   DURATION: 3 months

10.   WORKPLACE: Remote

11.   PRODUCTS OF THE CONSULTANCY AND FORM OF PAYMENT:

The total remuneration for the services provided, as well as the products to be delivered for this consultancy will be as follows:

   a. 1st Payment of 20% ($) upon delivery of a satisfactory work plan, program of activities and curriculum (outline)
   b. 2nd Payment of 40% ($) upon the satisfactory delivery of the course script.
   c. 3rd Payment of 40% ($) upon delivery of the final product (e.g. final course script incorporating all changes requested in a satisfactory manner) and record and storing of all relevant resources used in the course and all files related to the planning and implementation.