



International Organization for Migration (IOM)  
The UN Migration Agency

## Terms of Reference

**Position Title:** Researcher  
**Duty Station:** Georgetown, Guyana. Work may be conducted off-site.  
**Type of Appointment:** Consultancy. 6 months  
**Estimated start and end date:** 1 December 2019 – 31 May 2020

IOM seeks to recruit a qualified consultant to lead a study on migration governance systems and needs in Belize, Guyana and Suriname. This activity is to be carried out under the management of the International Organization for Migration (IOM), and is funded by the United States Department of State Bureau of Population, Refugees, and Migration (PRM).

The first month will consist of a desk review, remote research, and adaptation/contextualization of tools and methodologies for a field visit to several government agencies to each of the countries in order to conduct interviews with government officials, civil society and other relevant stakeholders. The field visits and resulting reports would be completed during a period no longer than three months. During the last month the consultant will oversee the process of editing, translation and layout of the reports.

## Background

In 2018, with the support of the U.S. Department of State Bureau of Population, Refugees, and Migration (PRM), IOM produced a comprehensive needs assessment on Migration Governance in ten Caribbean island states, and one regional report, “Migration Governance in the Caribbean: Regional Report on the Island States of the Commonwealth Caribbean”.

The reports present a background of ten countries of the region through concrete evidence and data, combined with the inputs of regional stakeholders to provide a larger perspective on opportunities for improvement in regional migration governance and cooperation. Furthermore, it offers actionable recommendations on how to best minimize the potential risks of migration, while maximizing its economic and development benefits.

Utilizing the same methodology, in 2020, IOM will implement a Needs Assessment on Migration Governance in Belize, Guyana and Suriname, with the main goal of improving the understanding

of existing migration governance structures in the country as well as assessing the capacities in each country to manage migration in an orderly, safe and responsible manner.

## General functions

Under the overall guidance of the Sub-Regional Coordinator for the Caribbean and the direct supervision of the Research Coordinator, the incumbent consultant will take responsibility for the quality of the assessment and report and should include the following tasks:

Tasks	Deliverable
<b>December 2019</b>	
Identification and contact made with relevant stakeholders	- Stakeholder mapping and contact list
In consultation with the Research Coordinator, adapt the methodology and instruments for data collection in the field.	<ul style="list-style-type: none"> <li>- Methodology</li> <li>- Translated and contextualized questionnaires for interviews with government officials</li> <li>- Interview protocols for INGO civil society and other relevant stakeholders</li> <li>- Diagnostic interviews conducted with IOM and regional specialists</li> </ul>
Schedule travel and interviews.	- Detailed work plan and travel/interview schedule.
Desk review and analysis including review of current law and legislation and involvement in international and regional frameworks, published migration statistics, national strategies and action plans and related information.	- Report from the desk review analysis.
<b>Date of delivery: January 10th</b>	
<b>January 2020-March 2020</b>	
Field visit – Conduct interviews and data collection in the field.	<ul style="list-style-type: none"> <li>- Field visit brief</li> <li>- Interview notes</li> <li>- Results of survey (database)</li> </ul> <small>Note: all primary data must be delivered in a clean version and distributed by country.</small>
Systematize and analyze data, write first drafts of the reports.	<ul style="list-style-type: none"> <li>- Draft country reports for each of the countries</li> </ul> <b>Payment: 30%</b>
<b>Date of delivery: March 20th</b>	
<b>April 2020</b>	
Validate initial findings.	- Validation guidelines and matrix
Edit the first drafts with feedback from the validation process and write final report.	<ul style="list-style-type: none"> <li>- Final draft the three reports in English</li> </ul> <b>Payment: 40%</b>

Translate the final draft of Suriname into Dutch.	- Final draft of country report for Suriname in Dutch.
<b>Date of delivery: April 24th</b>	
<b>May 2020</b>	
Oversee editing and layout process of the reports.	- Final country reports in English and Dutch (Suriname). - <b>Payment: 10%</b>
<b>Date of delivery: May 22th</b>	

## Main tasks of the consultant related to the assignment

- Communicate regularly with the IOM/Sub-Regional Coordinator for the Caribbean and the Research Coordinator.
- Review documents provided by IOM.
- Deliver documents and other deliverables in a timely manner as stated in the action plan, or as amended in conjunction with consultant(s).
- Maintain a neutral and professional approach during the desk reviews, field-visits, and throughout the process of the assessment.
- Ensure that all and any relevant data and finding be documented throughout the assessment, appropriately archived, and shared, whether or not used in final report, with IOM.
- Collaborate with Research Coordinator in leading tasks to completion to ensure a quality final product.

Based on the comprehensive assessment findings, **provide a comprehensive and evidence-backed report** with clear identifications of priority issues, actionable gaps in management and policy, and recommended actions to address those issues of priority and needs.

## Desirable Qualifications:

### Education and Experience

- Advanced university degree from an accredited academic institution preferably in Public Policy, International Affairs, Law, International Development, or related technical field.
- At least 2-4 years' international experience, preferably in conducting fieldwork and assessments.
- Experience collecting and managing statistical data and analysis.
- Capacity to collate and synthesize qualitative and quantitative data in a comprehensible manner.
- Knowledge of migration, remittances and development.
- Knowledge of relevant policies and international standards on migration.
- Experience working with governments, civil society, and international organizations.

Competencies

- Excellent analytical, oral, and written communication skills in English and Dutch.
- Experience in report writing.
- Experience in leading an international research project.
- Experience in working in complex institutional environments.
- Displays cultural, gender, religion, race nationality and age sensitivity and adaptability.
- Knowledge of the Caribbean region and global migration or migration management.
- Ability to work with minimal supervision and to meet deadlines.

Language(s): Fluency in written and spoken English and Dutch is required.

The candidate must send his/her CV and three work references (name, position, phone and email), together with a letter of motivation of one page maximum, to the mail: [COSanJoseVacancies2@iom.int](mailto:COSanJoseVacancies2@iom.int) making reference to vacancy: **CONSULTANT - Researcher Belize, Guyana & Suriname.**