

**Annex 2 - TERMS OF REFERENCE**

**March 2023**

**FOR THE NATIONAL CONSULTANCY CONTRACT OF: Livelihood National Consultant – 3 positions**

1. **Duty Station of the Consultancy:** (Kyivska, Chernihivska, Poltavska oblasts, Home-based)
2. **Duration of Consultancy:** 6 months
3. **Nature of the consultancy:** Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the National Project Officer (SME Boost) and in coordination with the Assessments Coordination Officer of the Data and Analytics Unit, the Livelihood National Consultant will be responsible for support with implementation of the Livelihood component in project target oblasts and support IOM in identifying project beneficiaires among the vulnerable population in target communities.
4. **Project Context and Scope:**

The objective of this project is to improve human security through area-based and community-driven solutions, especially targeting areas of return. The project will focus on strengthening livelihoods that support the community at large, protection, creating opportunities for inclusive governance and participatory planning, and supporting consular services for Ukrainians displaced abroad. Among other interventions, IOM will provide tailored livelihood assistance to war-affected individuals, including internally displaced people and returnees, who lack sufficient sources of income to support themselves and/or their families. The project will improve their employability through various vocational training strengthening essential skills for jobseekers, job placements and other opportunities.

1. **Organizational Department / Unit to which the Consultant is contributing:** Migration and Sustainable Development (MSD) Unit, Project Human Security Solutions in Ukraine (CS.1195)

**Tasks to be performed under this assignment:**

1. Contribute to project implementation with a focus on two communities in each of three project target obalsts (Ivankiv and Bila Tserkva in Kyivska oblast; Chernihiv and Pryluky in Chernihivska oblast; Poltava and Kremenchuk in Poltavska oblast)
2. In coordination wih IOM, to develop tools and organise application and selection process identifying project beneficiaries among the most vulnerable categories (incl. returnees, IDPs, people with disabilities, ex-combatants, and other vulnerable populations).
3. To conduct pre- and post-assessments of the skills of project beneficiaries and provide report to IOM, based on collected data.
4. To provide regular (monthly) updates on the status of the activities
5. To closely cooperate with the livelihood session trainers and provide regular feedback to IOM on possible areas for improvement.
6. To contribute to organising the process of delivery and distribution of individual livelihoods assistance among project beneficiaries, in coordination with IOM.
7. To facilitate referrals of project beneficiaries for other types of support, such as Mental health and psychosocial support (MHPSS) services provided by IOM.
8. To build and maintain relations with relevant state authorities and institutions (incl. local State Employment Centers, and oblast-level Agency for Regional Development), as well as local business support organizations.
9. To conduct field monitoring visits to target locations and organise data collection.
10. To ensure project visibility and provide inputs to communication materials as required.
11. Share a completion report along with the list of lessons learnt and key challenges with IOM and based on it, to provide recommendations for future similar interventions that could contribute to sustainable employment and boost community engagement and participation.
12. To perform such other duties as may be assigned.
13. **Performance indicators for the evaluation of results:**

* Application and selection documents are developed and approved by IOM
* Assessment tools are developed and approved by IOM
* Status reports are provided on monthly basis
* Completion report and list of recommendations

1. **Education, Experience and/or skills required**

* Bachelor’s Degree or higher preferably in development studies, public administration, political science, economics, law, international relation) from an accredited academic institution with at least two years of relevant work experience.
* Experience of working with NGOs, INGOs and international organizations is an advantage
* Experience of working in employment and/or business support initiatives is an advantage
* Desirable skills: strong organizational and managerial skills, good communication and reporting skills.

1. **Travel required**

Travel will be required in to the locations in target oblasts. The consultant is responsible for the associated travel costs and arrangements.

1. **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.

1. **How to apply:**

Interested candidates are invited to submit their cover letters and CVs with names and contacts of three referees, to [iomukrainerecruitment@iom.int](mailto:iomukrainerecruitment@iom.int) with subject line “**Livelihood National Consultant (preferred oblast)**” by **3 April 2023** at the latest. Only shortlisted candidates will be contacted.

**!!! Private entrepreneurs (PE) cannot be considered as applicable for providing services under this consultancy.**

1. **Posting period:**

From 24.03.2023 to 03.04.2023