



International Organization for Migration (IOM)

The UN Migration Agency

TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT OF: Monitoring and Evaluation Consultant

1. **Duty Station of the Consultancy:** Algeria, Algiers
2. **Duration of Consultancy:** 3 months
3. **Nature of the consultancy:** Providing technical support on the M&E systems and the determination of roles and responsibilities at mission level.
4. **Project Context and Scope:** The support of the M&E consultant will cover all IOM Algeria mission portfolio, including protection, AVRR, resettlement, health & migration projects.
5. **Organizational Department / Unit to which the Consultant is contributing:** Under the project support unit in coordination with other relevant units.
6. **Category B Consultants: Tangible and measurable outputs of the work assignment:**
 - Assist in the development of M&E plans and strategies for the Mission, including but not limited to M&E frameworks, monitoring and reporting tools, reviewing, and monitoring work plans for new and existing projects.
 - Contribute to the development of a project monitoring tool critical for tracking project progress and performance. This involves establishing connections between financial data and project implementation data to ensure the seamless integration of financial aspects into the broader project monitoring process.
 - Collaborate closely with the head of programs to assess the current workflow, identify areas for improvement, and suggest solutions aimed at optimizing organizational efficiency. This process aims to ensure that each team member's roles and responsibilities are better determined and are in alignment with the mission's objectives.

Deliverables :

- **1st instalment payment - Deliverable after 1 month**
 1. Conduct a MEAL (Monitoring, Evaluation, Accountability and Learning) assessment
 2. Design a Programme Monitoring Tool linking programme and financial data.
- **2nd instalment payment - Deliverable after 1 month**
 3. Draft a MEAL strategy for IOM Algeria
- **3rd instalment payment - Deliverable after 1 month**
 4. Draft a Report on mission workflow and recommendations

Headquarters:

17 route des Morillons • C.P. 71 • CH-1211 Geneva 19 • Switzerland

Tel: +41.22.717 91 11 • Fax: +41.22.798 61 50 • E-mail: hq@iom.int • Internet: <http://www.iom.int>

5. Facilitate a mission wide workshop to present and validate the products, tools, recommendations and identify a way forward.

7. **Performance indicators for the evaluation of results**

- Reports include concrete, actionable recommendations.
- Relevant stakeholders in the mission are effectively engaged in the processes led by the consultant.

8. **Education, Experience and/or skills required:**

- A master's degree in a relevant discipline (e.g. Economics, Urban and Regional Planning, Economic Development, Policy Analysis, and Private Sector Development).
- A minimum of five (5) years of post-qualification work experience with strategic planning approaches, M&E methods, and approaches, planning and implementation of M&E systems, information/data analysis and report writing, 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.
- Computer literacy in Microsoft Office (word, excel, outlook) and web-based applications.

9. **Competencies**

The M&E consultant is expected to demonstrate the following technical and behavioural competencies:

Technical:

- Demonstrated expertise in assessing organizational effectiveness and management processes.
- Deep knowledge on strategic planning approaches, MEAL methods, planning and implementation of M&E systems, information/data analysis.
- Demonstrated ability to build trust and facilitate effective and constructive communication amongst participants.

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.

10. LANGUAGES:

Thorough knowledge of English and French, both spoken and written.

11. Application form:

- A cover letter
- A CV
- A short technical proposal outlining how the candidate is willing to undertake the assignment described in the ToRs.
- Examples of previous work

All the documents above should be submitted to IOM Algeria (hralgiers@iom.int) on or before **12/23/2023**. Please write “*Application to M&E consultant*” in the subject of your application email. Applications received after this date will not be considered. Successful applicants will be invited for interviews before final selection.