



International Organization for Migration (IOM)

The UN Migration Agency

## Terms of Reference

**Position Title:** Researcher  
**Duty Station:** San José, Costa Rica. Analysis and written work can be conducted off-site.  
**Type of Appointment:** Consultancy / 2.5 months  
**Estimated start date:** 29 April 2019

IOM seeks to recruit a qualified consultant to join a small research team and lead a study on migration governance systems and needs in Haiti. This activity is to be carried out under the management of the International Organization for Migration (IOM), and is funded by the IOM Haiti Office.

The first month will consist of a desk review, remote research, and development of tools and methodologies for a field visit to several Haitian government agencies to conduct interviews with government officials. The field visits and resulting report would be completed during a period no longer two months.

## 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 2019, IOM will implement a Needs Assessment on Migration Governance in Haiti, with the main goal of improving the understanding of existing migration governance structures in the country as well as assessing the national capacity to manage migration in an orderly, safe and responsible manner.

## General functions

Under the overall guidance of the Regional Director and direct supervision by the Sub-Regional Coordinator for the Caribbean and 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>29 April- 31 May</b>	
In consultation with the Research Coordinator, review the methodology and instruments for data collection in the field.	- Revised Methodology - Diagnostic interviews conducted with IOM and regional specialists
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.
Field visit – Conduct interviews and data collection in the field.	- Field visit brief - Interview notes - Results of survey (database)
Systematize and analyze data, write a draft report.	- Draft country report <b>Payment: 40%</b>
<b>1 June- 15 July</b>	
Validate initial findings.	- Validation guidelines and matrix
Edit draft with feedback from the validation process, and write final report.	- Final country report <b>Payment: 60%</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.

### Project timeline:



### 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 3-5 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 on migration, remittances and development.
- Experience working with governments, civil society, rural communities.

#### Competencies

- Excellent analytical, oral, and written communication skills in French.
- 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 French is required. Working proficiency in Spanish or English is desirable.