



International Organization for Migration (IOM)  
The UN Migration Agency

## TERMS OF REFERENCE

Position Title:	<b>Project Evaluation and Reporting Consultant</b>
Duty Station:	<b>Seoul, Republic of Korea (ROK)</b>
Duration of Assignment:	<b>Two months</b>
Estimated Start Date:	<b>10 May 2021</b>
Closing Date:	<b>30 June 2021</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

### **Context:**

Since the opening in 1999, IOM Mission in the Republic of Korea (ROK) has been playing a key role in liaising among an extensive range of stakeholders within the country and across borders, including governments, non-governmental organizations and UN agencies. In particular, IOM ROK ran a project funded by Bureau for Humanitarian Assistance (BHA) of the U.S. Agency for International Development (USAID) since 2014, and provided a wide array of assistance to ROK humanitarian actors to strengthen their planning, coordination and response capacity to disasters. The mission has offered an extensive array of assistance to key national humanitarian actors to strengthen their planning, coordination and response capacity to disasters, under the overall mission of the organization.

### **Core Functions / Responsibilities:**

Under the overall guidance of the Chief of Mission (CoM) and direct supervision of the Project Coordinator of IOM ROK, the consultant will be providing substantive support for the final evaluation and reporting of the USAID BHA project. The duties and responsibilities of the consultant will be as follows but not limited to:

1. Review existing evaluation data from previous project activities and identify gaps and areas for additional information collection in line with M&E indicators and goals in the project Results Matrix.
2. Design an online survey targeting project beneficiaries; development questionnaires, identify appropriate tools, and list up the beneficiaries to whom the survey is to be sent out.
3. Develop questionnaires for key stakeholder interviews, identify and reach out to appropriate persons for the interviews, and arrange interview schedules.
4. Accompany the Project Coordinator during the key stakeholder interviews, take notes and provide a summary for each interview to be annexed to the project final report.
5. Run and manage the online survey, and compile the survey outcomes when completed.
6. Review and compile all newly collected and pre-existing data, and draft an excerpt for the project final report in line with the project Results Matrix and with emphasis on evidences of impacts.
7. Provide support to facilitate communication with other teams of IOM ROK as well as project stakeholders, ensuring timely and appropriate exchange of information and follow-up actions.
8. Provide other administrative and logistics support in line with the consultancy; identify appropriate steps, processes and actions to be implemented, prepare necessary documents, and carry out required activities.
9. Perform other duties as may be necessary and assigned.

### ***Core Values and Competencies:***

a) Professionalism: Knowledge of the Organization's rules and regulations as they pertain to the incumbent's area of responsibility; b) Teamwork: Good interpersonal skills. Working effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds; c) Communication: Ability to speak and write clearly and effectively; d) Planning and Organizing: Using time efficiently. Ability to prioritize assignments, allocate appropriate time for completing work and meet deadlines. Ability to work under pressure and handle a large volume of work in an efficient and timely manner. Self-driven, inventive, innovative, collegial, committed, efficient, accurate and prompt; e) Commitment to Continuous Learning: Initiative and willingness to learn new skills; f) Technological Awareness: Excellent computer skills; knowledge of Microsoft Office. Knowledge of public information products software an asset; g) Trust: Reputation for dealing honestly and openly with staff. Respected by peers, clients and staff.

### ***Desirable Qualifications:***

a) Master's degree or equivalent from an accredited academic institution in Development

Studies, International Relations, Business Administration or other relevant fields; b) Minimum 3 years of professional experience after graduation in design, M&E, reporting and/or donor relations in large-scale humanitarian or development projects at the national or international level is required; c) Strong organizational skills, effective interpersonal skills and ability to work under pressure with tight deadlines are required; d) Fluency in Korean and English in both speaking and writing; e) Proficiency in Microsoft office programs and online survey applications is required; f) Previous work experience with IOM is a strong asset.

## **Personal Development**

This consultancy will offer extensive exposure to the ROK humanitarian community including key governmental and non-governmental stakeholders as well as the opportunity to deepen the knowledge of the sector. This will also provide a critical opportunity to develop the understanding of IOM and its operation in the country in line with regional and global priorities.

## **Languages**

Full professional proficiency in both Korean and English is required.

## ***How to apply:***

Interested applicants should submit a cover letter and an updated CV in English combined in one file (no more than four pages) to [iomseoul@iom.or.kr](mailto:iomseoul@iom.or.kr) by Midnight Sunday, 09 May 2021. Please indicate "IOM Project Consultant Application 2021\_Your Name" in the subject line.

Only shortlisted candidates will be contacted. No telephone inquiries will be accepted.