



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

Position Title: Multimedia Consultant – Design a multimedia online training module and Training of Trainer Manual for reducing the environmental impacts of displacement

Duty Station: Port Vila, Vanuatu/Homebased

Classification: Consultant, Grade OTHE

Type of Appointment: Consultant, 60 Days

Estimated Start Date: As soon as possible

Honorarium: USD 35,000

1. **Nature of the consultancy:** Support the design and development of a multimedia online training module and adapt resources from the multimedia online training module into a Training of Trainer (ToT) manual aimed at building capacity for government actors; including policy markers across the Pacific region (specifically Vanuatu, Fiji and Solomon Islands), with the aim of ensuring that government actors have the tools, knowledge and capacity to incorporate environmental concerns into displacement and disaster response policy, strategy and plans to reduce the environmental impacts of displacement.

Objective: Ensure that environmental concerns and solutions to displacement management in the Pacific region are well known and understood by government actors.

Target: Government actors including policy markers across the Pacific region (specifically Vanuatu, Fiji and Solomon Islands).

2. **IOM Project to which the Consultancy is contributing:** Strengthening the capacity to reduce Environmental Impacts of Displacement in the Pacific with the Government of Vanuatu, Government of Fiji and Government of Solomon Islands.

3. Tasks to be performed under this contract:

- a) Support the design and development of a multimedia online training module in English and Bislama language that can be made freely available through online and offline or low-bandwidth versions. The module is required to incorporate the themes indicated in the concept note attached to this Terms of Reference as Annex. This will be led through tutorial-style program specifically designed for government staff, including policy markers across different sectors of the Pacific region.
- b) Adapt and combine the resources from the multimedia online training module into Training-of Trainer (ToT) manual to cascade the “offline” version of the training. The manual has to be in English and Bislama and required to incorporate the themes indicated in the concept note attached to this Terms of Reference as Annex.

4. Tangible and measurable output of the work assignment.

- a) Final Multimedia Online Training Module; and
- b) Final ToT Manual.
- c) The multi-media online training module and ToT Manual have to be bilingual and have separate

English and Bislama versions and incorporate the themes indicated in the concept note attached to this Terms of Reference as Annex

5. Realistic delivery dates and details as to how the work must be delivered.

- a) 15th October: 1st draft “offline” version of ToT Manual;
- b) 30th October 2020: Final draft of “offline” version of ToT Manual;
- c) 18th November 2020: 1st draft of Multimedia Online Training Module; and
- d) 15th December 2020: Final draft of Multimedia Online Training Module.

6. Performance indicators for evaluation of results (value of services rendered in relation to their cost).

- 25% upon delivery of approved 1st draft “offline” version of ToT Manual
- 25% upon delivery of approved final draft of “offline” version of ToT Manual
- 25% upon delivery of approved 1st draft of Multimedia Online Training Module
- 25% upon delivery of approved final draft of Multimedia Online Training Module
- The materials for both the written ToT manual and the multi-media online training module should be both informative and aesthetically pleasing, they should incorporate themes, color schemes and characters representing the local context in Vanuatu; including common themes across the Pacific region.
- The materials for both the written ToT manual and the multi-media online training module should incorporate the themes indicated in the concept note attached to this Terms of Reference as Annex.

Required Qualifications and Experience:

Education

- Master’s level degree or equivalent from an accredited academic institution preferably in Web design, graphic or art design, International Development, Public Administration, Social Sciences.

Experience

- At least 5-10 years’ experience in designing online or eLearning training modules;
- Proven experience in developing training manuals or modules.
- Proven experience in writing manuals
- Good management and coordination skills including the ability to manage expectations of the tripartite in delivering the objectives of the assessment.
- Ability to work independently and interdependently with the national tripartite.
- Track record of previous publications on related topics.

Languages

Fluency in English and Bislama language is required. Working knowledge of French is an advantage.

Required Competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

How to apply:

Interested candidates must submit 1) a quote as per the task outlined in the ToR 2) Samples of previous work completed for humanitarian or development purposes 3) CV and 4) Cover letter specifically indicating how you meet the criteria and submitted to HRCanberra@IOM.INT by 16th September 2020 at the latest, referring to this advertisement.

The Terms of reference can be downloaded from the following links: <https://australia.iom.int/news-and-events>

Please note only shortlisted candidates will be contacted.

Posting period:

From: 3.9.2020 – 16.9.2020

Annex 1- CONCEPT NOTE

REDUCING THE ENVIRONMENTAL IMPACTS OF DISPLACEMENT IN THE PACIFIC

Designing a multi-media online training module and ToT Manual

Background information to guide the development and design of a multi-media online training module and training-of-trainer (ToT) Manual

Background: IOM is implementing a project which aims to ensure that the importance of incorporating environmental concerns and solutions into displacement management across the Pacific region is well understood by government actors. This builds on the first phase of the project where information was gathered through interviews with affected communities and decision makers, drone video and other media, as well as findings from field assessments. Training materials were also designed and delivered to build knowledge of environmental impacts during displacement, best practice to mitigate common issues, and hard skills linked to tracking and monitoring displacement and environmental impacts.

These resources will be adapted and combined into a ToT manual and a 1.5-hour multi-media training module which can be made freely available through online and offline or low-bandwidth versions. These will be delivered through a tutorial-style programme specifically designed for government staff; including policy makers in multiple sectors across the Pacific. The tutorial-led course will: raise awareness of the need for sustainable outcomes and decreased environmental impacts in displacement contexts; allow a region-wide exchange of experience and cooperation on key issues, challenges and opportunities around environmental protection and low-impact solutions during displacements and disasters; and provide guidance on how to incorporate the newly developed tools, guidelines and experiences into relevant policy, strategy and planning, as well as implementation in emergencies. The training module will also aim to equip staff with strategies to empower and engage women, in efforts to decrease the environmental impacts of displacement; recognising their roles as change-agents within households and communities. This would also be an opportunity to support ongoing COVID-19 responses by including public health messaging, such as guidance on health and hygiene in displacement contexts.

Target population: the ToT manual and multi-media online training module targets government actors; including policy makers across the Pacific region (specifically Vanuatu, Fiji and Solomon Islands), with an aim of ensuring that government actors have the tools, knowledge, and capacity to incorporate environmental concerns into displacement and disaster response policy, strategy, and plans.

Language: the multi-media online training module and ToT Manual should be bilingual and have separate English and Bislama versions.

Themes

Based on the assessments and consultations carried out by IOM Vanuatu in September 2018; communities identified eight primary areas of concern regarding as environmental impacts due to displacement. This multi-media online training module and ToT Manual should highlight these impacts; and the technical and traditional best practices to address them within an integrated policy framework and government response system.

#	Environmental Impacts of Displacement	Best Practice Examples
1	Solid waste pollution and management Primarily trash disposal in crowded evacuation centers and rural or peri-urban areas with no	Example, waste disposal bins, creation of community waste committees. Could include images of a community

	<p>municipal waste system in place.</p> <p>Non-Food Items Usually distributed during disaster response (e.g. tarpaulins). Key best practices to reduce, reuse, and recycle these items based on shelter, food security and WASH cluster guidance.</p>	<p>before and after displacement, as well as rubbish exposed around the community.</p>
2	<p>Deforestation, including overharvesting of bush resources, especially timber Large scale land clearing for expansion of new settlement, roads and agriculture. A significant number of valuable or endangered tree species may be overharvested, especially those which form materials used for shelter construction in displaced communities.</p>	<p>Promotion of sustainable forestry and sustainable use of bush plants in construction of traditional shelters.</p>
3	<p>Degradation of coastal, fisheries and oceanic resources Littering is one of the main contributors to this type of pollution at the community level.</p>	<p>Location of dumpsites away from the coast, signage by chief for community not to throw rubbish into the ocean or beach.</p>
4	<p>Surface and ground water pollution Increased demands for water consumption due to increase in population in certain areas which can give rise to conflict between displaced and host families and issues with water quality and availability. There is also lack of good sanitation infrastructure as well as poor drainage in many places throughout Vanuatu. Reports of communities having no traditional systems for water resource management, conservation and sharing.</p>	<p>Example of toilets build away from water source, ocean and river streams.</p> <p>Example of traditional knowledge on how to conserve and manage water in remote communities.</p> <p>Example of sanitation and hygiene practices for communities.</p>
5	<p>Decrease of agriculture, livestock and wildlife Increased numbers of people in an area contributes to an increased dependence on the natural environment for food; including overharvesting of local wildlife.</p>	<p>Promotion of backyard gardening and livestock rearing.</p>
6	<p>Natural resource management and social cohesion issues Communities have strong connections to their land and environment. Tensions can arise when displaced populations do not respect past practices and enter boundaries that are not allowed by the community.</p>	<p>Encourage cooperation and community support of current community practices.</p>
7	<p>Women's Involvement Women and girls are often primarily responsible for childcare and household duties including water and firewood collection; food preparation; gardening and agricultural practices; and are thus critical agents for behavioral change within communities. Their experience of natural disasters and climate change can also differ to that of men and boys. The impacts of disasters on women can increase their vulnerability to violence and deprivation. Women's involvement in community planning's and participation in resource management is often limited, and women often have less control over land and other property,</p>	<p>Strategies to support empowerment and participation of women and girls in environmental protection.</p>

	and are less mobile. It is vital that interventions across all levels consider the specific needs of women and girls and utilize their unique skills, as well as give them voice and opportunity to be involved.	
8	Urbanization Urban development also contributes to land degradation, deforestation, pollution, and destruction of animal and marine habitats. Urbanization can also create displacement risks for vulnerable population groups, especially where people have settled on contested land.	Canvass best practices for reducing environmental impacts and displacement risks in urban environments. .

Design components: The materials for both the written ToT manual and the multi-media online training module should be both informative and aesthetically pleasing, they should incorporate themes, color schemes and characters representing the local context in Vanuatu; including common themes across the Pacific region - thus the consultant must be familiar with this context.

IOM will be available throughout the process to provide key messaging, further technical information, further design in-sights and connections to affected communities if needed.