BACKGROUND
To improve migrant protection, voluntary return and reintegration, the international organization for migration (IOM Ghana) is implementing the Joint Initiative for Migrant Protection and Reintegration in Africa funded through the Emergency Trust Fund for Africa (EUTF). Through its awareness raising activities, the project aims to influence the decision making of returning migrants, potential [irregular] migrants, as well as family members in the communities of origin who might have an impact on migration decisions. The aim is not only to inform them about the risks of irregular migration, but also about legal channels of migration, and to foster better understanding between migrants/returnees and their societies.

Recognising the need to engage with diverse target audiences, IOM involves various stakeholders including the Migration Information Centres (MICs) at Ghana Immigration Service (GIS) as part of an effort to promote safe and legal migration. In August 2019, GIS commissioned the MIC in Tamale to provide returnees and potential migrants with accurate and reliable information on migration in order to support them to make informed migratory decisions. The MIC will offer a neutral space for potential migrants and returnees to obtain accurate and reliable information on legal migration procedures and required documentation, the risks of irregular migration, fraudulent practices of employment agencies, and the rights and responsibilities of migrants throughout the migration process. The commissioning of a MIC in Takoradi is also envisioned to offer the same services to (potential) migrants in the Western Region. The new MICs in Tamale and Takoradi will directly benefit from the learnings of the existing MICs in Sunyani and Accra funded by the EU under the GIMMA project in 2016.

OBJECTIVES
The main objective of this consultancy is to build the IT capacity of GIS officers to ensure smooth implementation of MIC-related activities as well as manage relevant information for effective planning and dissemination.

TASKS
1. Develop a very simple, easy to use database (excel) to maintain the information (Date, Region, Age, Gender, Type of information requested, Purpose of Visit, Destination countries, etc) and produce effective reports. The information to be included in the database is as follow:
   - Counselling log
   - Visitor log
   - Telephone enquiry log
   - Email enquiry log
   - Facebook log
Visitor feedback form (questionnaire)

2. Develop training materials as necessary
3. Deliver trainings to cover the following topics
   - Development of effective information materials (information sheet, brochure) and presentation by using basic Microsoft software and digital media
   - Database management (how to enter and maintain the data)
   - Effective reporting (by using the database how to analyze data and produce reports)
   - Data Protection (privacy, confidentiality)

TARGET GROUP
A maximum of 15 GIS officers posted at the Migration Information Centres in Takoradi and Tamale.

DELIVERABLES
1. Preparation of training materials and presentation
2. A ready to use database containing logs and forms to be received from visitors in a simple format (excel)
3. Facilitate training sessions
4. Satisfactory feedback from the trainees (by questionnaire)
5. Brief report outlining the major findings and recommendations for future trainings

<table>
<thead>
<tr>
<th>N</th>
<th>Activity</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Preparation of training materials to be approved by IOM</td>
<td>18-22 November 2019</td>
</tr>
<tr>
<td>2</td>
<td>Travelling to Tamale</td>
<td>23 November 2019</td>
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<tr>
<td>3</td>
<td>Training in Tamale</td>
<td>24-26 November 2019</td>
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<tr>
<td>4</td>
<td>Traveling to Takoradi</td>
<td>2 December 2019</td>
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<tr>
<td>5</td>
<td>Training in Takoradi</td>
<td>3-5 December 2019</td>
</tr>
<tr>
<td>6</td>
<td>Training Reports/Evaluations/Feedback</td>
<td>By 13 December 2019</td>
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Eligibility
- Proven experience in designing and delivering trainings
- Advance knowledge of Microsoft office and other necessary products
- Proven experience in developing databases and producing reports
- Abilities to work under pressure and meet deadlines
- Experience in working with UN agencies and GIS a plus
- Fluency in English and local languages (primarily Twi, Fante and languages in the Northern Regions, others may be required occasionally);

Evaluation
The consultant will be selected according to:
- understanding of the Terms of Reference,
- prior relevant experience and skills,
• proposed methodology and planning of the assignment,
• understanding of migration context,
• overall quality of proposal,
• qualifications of assigned staff and budget.

How to Apply
Interested candidates should submit their consultancy proposal and CV by email to: AccraEUTF@iom.int or CYeboah@iom.int, no later than 16.00pm (GMT) on 08 November, 2019