



IOM International Organization for Migration

## CALL FOR APPLICATIONS

Position	: <b>Disaster Risk Reduction (DRR) Consultant</b>
Organizational Unit	: <b>N/A</b>
Duty Station	: <b>Pohnpei, Federated States of Micronesia, with field travel to Majuro, Republic of the Marshall Islands</b>
IOM Classification	: <b>Ungraded</b>
Type of Appointment	: <b>Consultancy Contract, 4 months</b>
CFA No.	: <b>CFA FM 2023_006</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>26 September 2023</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. To the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

The International Organization for Migration (IOM) is the UN's lead agency on migration, working closely with its key stakeholders - migrants and Member States - to promote humane, safe, and orderly migration. In the Pacific, the IOM Micronesia Mission covers the Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI) and Republic of Palau and includes 7 offices.

Under the Resilience Pillar, IOM in FSM and RMI works with national, state, and municipal governments, local NGOs and communities to increase coping capacities to various community development challenges and crises exacerbated by climate change. Towards achieving this goal, IOM works across multiple levels, partnering with national, state, and municipal governments as well as vulnerable communities to develop necessary knowledge, skills and resources. Working on multiple levels allows for a holistic response which integrates increased resilience of communities with strengthened government response.

To build community resilience, IOM works with partners to assess context and needs, and develop multi-sectorial interventions. In communities that are vulnerable to climate change, natural disasters and risks of forced migration, IOM works with local authorities and diverse community members to support them in participatory mapping of hazard risks, climate change impacts and identifying initiatives to mitigate them.

Working with government partners, IOM supports the development and strengthening of climate change adaptation and disaster preparedness policies, standard operating procedures and operational plans. To enable evidence based and targeted planning and

response, IOM supports government-owned information management (IM) systems inclusive of data on various location-based vulnerabilities, disaster impact data, relief supplies stocks, resources and needs.

This Consultancy will lead the content development and design of this IM system, which will be handed over to the FSM Department of Environment, Climate Change and Emergency Management (DECCEM) and the RMI National Disaster Management Office (NDMO) once completed. The consultant will coordinate closely with a team including the IOM Micronesia IM Officer, and the IM development team based in the IOM Regional Office in Bangkok.

As part of the IM system, the consultancy will also contribute towards the mapping of various data collection and assessment methodologies in FSM (IOM and partner data) and propose a multi-layered system for analyzing and categorizing various vulnerabilities.

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

The Consultant will lead the process of content development and design of the Disaster Risk Management (DRM) information management (IM) system which will be handed over to the Department of Environment, Climate Change and Emergency Management (DECCEM) in FSM and the National Disaster Management Office (NDMO) in RMI.

The IM system is envisaged to support DECCEM and NDMO to maintain, consolidate and share information on:

- a. Preparedness: including Community profiles and vulnerabilities; prepositioned supplies/warehouse management
- b. Response: including Disaster Damage Assessments; response monitoring
- c. Recovery: including Disaster Recovery/Reconstruction Plans and recovery monitoring

The system will support of the collection and compilation of IOM and partners' data in one consolidated platform, visualization (e.g., dashboards, maps, etc.) and analysis of information in support of preparedness planning and emergency response.

The specific activities and deliverables under this assignment include:

1. Baseline assessment on existing methodologies and tools for collecting data: desk review, compilation, analysis and mapping of data collection and assessment methodologies by IOM and partners' (e.g., government, NGOs, CSOs, UN) pertaining to post disaster assessment, disaster risk reduction and climate change adaptation in FSM and RMI.

Key deliverable will be:

- An analytical report of current data collection and assessment methodologies in FSM and RMI, with identification of key current gaps in data collection, and recommendations for a multi-layered system for analysing, visualizing and categorizing community level vulnerability data, as well as post crisis emergency and recovery needs. Recommendations should include proposed categories and ranking system towards the development of a community vulnerabilities' assessment system for communities in FSM and RMI.
2. Consultations with stakeholders: conduct consultations with stakeholders (e.g., UN agencies, regional organizations (e.g., Pacific Community (SPC)) DECCEM, NDMO, Disaster Coordination Officer (DCOs), NGOs and CSOs) towards the development of a data collection and analysis system that should inform the DRM IM systems development, including community vulnerability/preparedness, post disaster emergency needs and recovery.

Key deliverables will be:

- Consultations held with stakeholders.
- A report summarising inputs and recommendations received from stakeholders.

3. Draft IM outline and related data collection forms: In close coordination with IOM team members in FSM, RMI and at the Regional Office (including IT and IM Specialists) and government partners, lead the conceptualization and design of the information management system, covering Preparedness, Response and Recovery Modules.

In this process, the Consultant will closely coordinate with the IOM IM Office and various team members in IOM, including Project Managers, Heads of Sub-offices, IT and GIS Specialists, among others. The Consultant will also closely liaise with DECEM, NDMO and other relevant partners, consulting partners on their needs and envisioned IM system.

Key deliverables of this activity will be:

- Draft outline of the IM system including identified business process flow and operation mechanisms. This can be presented as comprehensive Power Point Presentation and report.
  - Development of relevant draft data collection forms for the IM, namely:
    - i. Draft tool for community vulnerability data collection;
    - ii. Draft data collection tool for pre-positioned supplies mapping;
    - iii. Review and update of the existing forms for data collection on Disaster Damage Assessments (IDA/ISO, JDA, etc);
    - iv. Draft response monitoring data collection tool/form
    - v. Draft recovery monitoring data collection tool/form
4. Validation exercise with stakeholders: work with IOM team members to present the IM system design and prototype to DECEM and NDMO, Joint Risk Management Network (JRMN) members and other relevant partners, and document recommendations towards the improvement/amendment of the prototype as needed.

Key deliverable:

- Final draft report for the recommended IM system based on the above-mentioned consultations and activities.

5. Workplan

	Month 1	Month 2	Month 3	Month 4
<u>1. Baseline assessment on existing methodologies and tools for collecting data</u>	x			
<u>2. Consultations with stakeholders</u>	x	x		
<u>3. Draft IM outline and related data collection forms</u>			x	x
<u>4. Validation exercise with stakeholders</u>				x

6. Realistic Dates and Details of Work Delivery

Tranche	Deliverable	Estimated Date	Delivery
1	Baseline assessment on existing methodologies and tools for collecting data	Month 1	
2	Report on consultations with stakeholders	Month 2	
3	Draft outline of IM system including identified business process flow, data collection tools, and operation mechanisms.	Month 3	
4	Final draft report following validation workshop.	Month 4	

## 7. Performance indicators for the evaluation of results

- Satisfactory completion of Tasks specified in the TOR based on supervisor's performance evaluation.
- Planning, organization, and timeliness for managing and delivering outputs.
- Quality of data and information collected and analysed, quality of reports.

### **Required Qualifications and Experience:**

- Post graduate degree in social sciences or another relevant field; or
- Strong experience in facilitating information and research-oriented projects.
- Expertise and at least six years of experience in the humanitarian and/or development sector contexts

### **Skills:**

- Excellent skills in development of assessment tools, research design, data gathering and data analysis.
- Excellent analytical, research and writing skills.
- Communication skills, time management, and cultural sensitivity

### **Languages:**

Fluency in English (oral and written); Working knowledge of any Micronesian languages is an advantage.

### **Travel required:**

Travel to Majuro, Marshall Islands is required for this consultancy.

### **Required Competencies:**

The incumbent is expected to demonstrate the following 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

#### **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.

**Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements (if applicable), and security clearances (if applicable).

Women with the above qualifications are encouraged to apply.

**How to apply:**

Interested candidates are invited to submit their applications via email to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int) indicating position applied on subject line by **Tuesday, 26 September 2023**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **CFA FM 2023\_006 – Disaster Risk Reduction Consultant, Pohnpei**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Please note only shortlisted candidates will be contacted.**

**Posting period:**

From 11.09.2023 to 26.09.2023