



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : Local NGOs Capacity Building Consultant

Duty Station : Ulaanbaatar, Mongolia

Type of Appointment : 4 months

Estimated Start Date : Immediate

Closing Date : 21 March, 2022

Established in 1951, IOM is the United Nations agency 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:

IOM Mongolia is implementing the project “*Understanding and Managing Internal Migration in Mongolia*” between 2019 to 2023. The proposed four-year project comprises three outcomes related to 1) Internal Migration Data, 2) Internal Migration Governance, and 3) Targeted Interventions. These outcomes will contribute to the objective of improving the socio-economic well-being of internal migrants in Mongolia through evidence-based, migration-inclusive policies and concrete interventions on the ground aimed at enhanced access to information and services.

The third outcome will reduce vulnerabilities of internal migrants through improved access to information, services, and targeted interventions. In close collaboration with Municipality of Ulaanbaatar, civil society organizations and government at the national and local levels (*khoroos*, *aimags* and *soums* administrations), two information campaigns will be launched to enable urban migrants in Ulaanbaatar and prospective internal migrants in rural areas to make informed decisions about migration, including opportunities and risks associated with internal migration, implications of the migration restriction, eligibility and access points for advice and services, available settlement areas, risks associated with labour exploitation and land tenure, available grievance redressal mechanisms, potential destinations other than Ulaanbaatar, government incentive programmes supporting return migration and settlement in rural areas.

Under Output 3.3, the project will contribute so that NGOs have improved capacity to deliver migration-related information and services, especially to female migrants. The purpose of this Output is to alleviate the burden on *khoroos* administrations and local public administrations in Ulaanbaatar and *aimags* that face capacity and resource limitations and thus, improve outreach to vulnerable urban migrants in not

only Ulaanbaatar city, but also to internal migrants and prospective internal migrants in rural areas of the country.

Within the scope of the UMIMM project, IOM has contracted WSP and a) selected local NGOs on providing services to internal migrants; b) implemented a series of supporting and capacity building activities for selected local NGOs; c) created a network strategy for selected NGOs; d) managed overall cooperation with IOM on a small grants program for selected local NGOs under the generic name “Curbing the vulnerability of migrants through targeted interventions by local NGOs” which was successfully implemented for a 6 month period during April – September 2021.

For the second phase of the project, IOM has selected 13 NGOs in 9 *aimags* and Ulaanbaatar to implement projects “**to enhance service delivery to internal migrants by supporting the cooperation with local public administration**” for 6 months from March to August 2022. IOM will develop a comprehensive capacity building programme for the local NGOs, as well as for local administration, to strengthen their institutional and functional capacity and strengthen the Network of Local NGOs working on internal migration in Mongolia.

Responsibilities and Accountabilities:

Under the direct supervision of the Programme Manager and National Project Officer, the successful candidate will support the development of comprehensive capacity building programs for the local NGOs, conduct trainings in selected regions, and conceptualize future sustainability planning for local NGOs.

Thus, the selected consultant will:

- a) Build the institutional and service delivery capacity of select local NGOs by developing and organizing a series of specialized trainings such as leadership trainings, sustainability of Network, personal financing, small grant management etc.
- b) Ensure the transfer of knowledge and skills accumulated during the training sessions to other local NGOs as well as other organizations in the same geographical regions;
- c) Support the development of a strong and active network on internal migration in local areas and expanding further development of local and international partnerships;
- d) Conceptualize the future sustainability planning for local NGOs;
- e) Perform such other duties as may be assigned.

It is estimated that the consultant will complete the following deliverables in 50 working days.

First deliverable - Assess the previous Capacity building training materials which have been developed by Women for Social Progress and consult and agree with the Programme Manager and National Project Officer on the second phase of Capacity building training programs for local NGOs, ensure the new programmes are tailored for local NGOs’ needs and future development of the organizations as institutions;

- Develop a draft of Comprehensive Capacity building Programmes for local NGOs including coordination and planned dates under the UMIMM project;
- First installment payment – 30 percent; All deliverables should be sent to IOM by April 15

Second deliverable – In collaboration with IOM, the consultant will develop training materials for the capacity building trainings for local NGOs and assess the pre- and post-training evaluation of training participants:

- Develop training content and presentations on agreed training topics;

- The developed training content will consist of at least 20 pages and presentations will have a minimum of 35 slides; the consultant will develop 3-5 online training programmes lasting 2-3 hours each, as well as one in-person training programme lasting 1 full day:
- Topics:
 - Leadership trainings
 - Management of small grants: Selection criteria, character-based lending, personal finance education, money and well-being for target groups, learning about spending, learning about savings, learning about borrowing
 - Fundraising
 - Network strategy
 - Mentoring trainings to support select IOM personnel in providing day-to-day mentoring on the programmatic, administrative, and financial operations of the local NGOs
- Conduct trainings in two to four regions, based on needs assessments, on agreed topics by May 25, 2022;
- Submit a detailed consultancy report that is analytical in approach and specify the trainings which might be needed and recommend a future capacity building training programme for the local NGOs.
 - The report will include pre and post-training questionnaire, with training participants disaggregated by gender and age; percentage of training participants who scored at least 70% on the subject on knowledge assessment
- Second installment payment – 40 percent; All deliverables should be sent to IOM by June 15, 2022

Final deliverable – Final report and recommendations.

- Conduct evaluation and produce final report and recommendations for Local NGOs
- Pass on all the developed training content and presentations to IOM
- Final installment payment – 30 percent; by July 30, 2022

Education:

- Master’s degree in Business management, Social Studies, Marketing or, alternatively, an equivalent combination of related education with 5 years of relevant professional experience. Excellent knowledge of content development and capacity building activities.
- Excellent writing and communication skills, efficiency, and flexibility. Ability to work under pressure. Attention to detail and quality and the capacity to meet deadlines are required. Strong analytical skills and creative thinking. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Experience:

- Strong expertise in developing capacity building activities for Local NGOs and grant management of small and medium sized organizations;
- Demonstrates strong interest and knowledge of the internal migration field;
- Able to deliver set objectives in a variety of circumstances;
- Effectively coordinates with other implementing partners;

- Excellent communication skills; capable to share ideas and explain results to all levels of the Organization and a variety of stakeholders;
- Experience in developing and conducting trainings. Proven ability to gather and extract information from multiple sources;
- Proficiency in diverse presentation styles and able to effectively deliver the training content to a variety of training participants;
- Experience in the development, public, and private sectors, fully understands the needs of different sectors, and knows how to address the issues;
- Experience working with international organizations is preferable.

Languages:

Excellent Mongolian, strong written and spoken English

How to apply:

Interested applicants should:

Submit their CV/resume, one-page cover letter, sample of content development materials, and names of 3 reference persons via email to IOM Ulan Bator at: iomubadminhr@iom.int.

- a) Please mark the subject line of your email with “Application – Local NGOs Capacity Building Consultant”
- b) Applications close on March 21st, 2022. Late or incomplete applications will not be accepted.

For additional information, please refer to: iomulanbator@iom.int and/or oyura@iom.int

Only shortlisted candidates will be contacted.