TERMS OF REFERENCE

1. **Duty Station of the Consultancy**: Home Based

2. **Duration of Consultancy**: Deliverable based; The anticipated scope of the assignment is 10 to 15 days of work within a 3-to-4-month period, starting in September or October 2023.

3. **Nature of the consultancy**: Consultant (Conflict Sensitive Communications) Category [B] Consultancy

4. **Project Context and Scope**: As part of the ongoing process of institutionalizing conflict sensitivity, additional guidance is required on communicating internally and externally about IOM’s work in a way that is sensitive to conflict, peace and social dynamics.

   To this end, and building on previous organizational efforts to embed conflict sensitive approaches across different levels and sectors, a consultant will be recruited to support the creation of guidance on conflict-sensitive communications, intended to harmonize and strengthen IOM’s programming and processes.

   This consultancy will be provided to IOM within the framework of its partnership with the PeaceNexus Foundation, which is providing small-scale financial and technical support to IOM for the strengthening of conflict sensitive practices.

5. **Organizational Department / Unit to which the Consultant is contributing**: IOM’s Department of Peace and Development Coordination (DPDC) supports IOM’s global commitments to strengthen the humanitarian, development, and peace nexus (HDPN), preventing and resolving crises, responding to the impacts of climate change, and supporting accelerated action to achieve the 2030 Agenda for Sustainable Development. Under this consultancy, the consultant will coordinate with the Transition and Recovery Division (TRD).

   DPDC’s TRD is responsible for supporting IOM’s member states and their populations to prevent and to progress towards solutions for recovery and resilience as it relates to displacement and other internal or transnational mobility dimensions of crises. In doing so, transition and recovery programming applies development-principled approaches specifically adapted to fragile and crisis contexts working across the HDPN. TRD’s multi-sectoral interventions complement IOM’s life-saving assistance activities, building on humanitarian gains to ensure an effective transition to recovery and sustainable development.

   As such, TRD contributes to IOM’s efforts in developing its institutional orientation on conflict
sensitivity by increasing strategic planning and organizational capacity, as well as further streamlining conflict sensitivity principles throughout programme design and implementation, particularly in crisis and fragile contexts.

6. Category B Consultants: Tangible and measurable outputs of the work assignment

The specific deliverables will include:

1) Guidance on Conflict-Sensitive Communications

Communication strategies that build on a robust understanding of the context, as well as interactions between activities and the context, are more likely to minimize negative and maximize positive impacts. As part of IOM’s ongoing efforts to streamline conflict sensitivity as a core principle at the strategic and operational levels, the consultant will develop guidance on conflict-sensitive communications. Intended as an annex to the Standardized Guidance on Conflict Analysis and complementing the Guide on Beneficiary Selection in Peacebuilding programming, this user-friendly tool will aim to strengthen staff capacities by highlighting entry points for integrating conflict sensitivity in communications processes throughout the project cycle.

**Description of deliverable 1 (70% of Level of Effort [LoE]):**

One document, of maximum 10-12 pages in length, which provides entry points for integrating conflict-sensitive communications throughout the project cycle. Including a mapping of best practices within and outside IOM, the guidance will identify cross-organizational synergies, and suggest processes, tools, and guiding questions to integrate conflict sensitivity in communications throughout the project cycle, highlighting examples where relevant. IOM will retain propriety interest on any materials and documents prepared by the consultant under the assignment.

Tasks and deadlines under deliverable 1:

a. Review literature, including but not limited to relevant IOM documents on conflict sensitivity and communications, guidance documents such as the Project Handbook, Instruction on risk management, and related documents published by other organizations.

b. Interview Media and Communications Division (MCD) staff, and colleagues in selected country, regional, and HQ offices, and share a document outline for validation by TRD.

c. Prepare first draft to share with TRD.

d. Address comments and prepare a revised draft to share with TRD and relevant colleagues as identified.

e. Address comments and prepare the final draft for validation by IOM and to share with the Publications Unit.

2) Presentation to key stakeholders in TRD

Upon the completion of the guidance, presentations/webinars will be given to key stakeholders in priority field missions, regional offices, and HQ.

**Description of deliverable 2 (15% of LoE)**
To be determined in collaboration with the consultant.

3) End of assignment report
The end of assignment report will be shared with TRD and the PeaceNexus Foundation and include an outline of key challenges, lessons learned, recommendations for process improvement, etc.

Description of deliverable 3 (15% of LoE)
One document, 3-4 pages in length, with an overview of the process, challenges, lessons learned, promising methods or practice, and recommendations for next steps.

7. Performance indicators for the evaluation of results
- Quality of deliverables; and
- Adherence to workplan.

8. Education, Experience and/or skills required
- Completed a master’s degree in political or social sciences, international relations, law, or a related field. PhD in related topic an advantage.
- Deep understanding of policies, principles, and frameworks related to conflict sensitivity and its practical applications across the humanitarian and development sectors, ideally with some experience of migration-related programming.
- Demonstrable experience in communications and developing guidance tools that are sustainable and realistic for field use.
- Advanced research, writing, outreach and communications skills.
- Computer/software literate (Microsoft Office, Publisher, SharePoint, etc.), including graphic design as an advantage.
- Experience of working in a multi-cultural setting and upholding UN principles.

9. Travel required
No

10. Competencies

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

**Application Process:**

The deadline for application is the 8th of September 2023. To apply, please send:

- A short CV;
- A 1-page cover letter explaining your interest in this assignment and highlighting relevant experience;
- A 1-to-2-page outline introducing your initial ideas and suggestions regarding how to approach the assignment.

Applications should be sent to:

- IOM’s Transition and Recovery Division: TRDnoreply@iom.int
- With copy to Heloise Heyer at the PeaceNexus Foundation: heloise.heyer@peacenexus.org