



## **Annex 2 - TERMS OF REFERENCE**

### **Project Assistant RMRP**

1. **Duty Station of the Consultancy:** Port of Spain
2. **Duration of Consultancy:** 5 months
3. **Nature of the consultancy:** Category A

4. **Project Context and Scope:**

IOM has maintained an effective presence in Trinidad and Tobago since 2006 in simultaneously facilitating comprehensive migration management and contributing to national development priorities. Traditionally, IOM-TT was focused on refugee resettlement and case management support but continues to respond to emerging local needs and as such, has diversified its activities in areas of mental health and psychosocial support, border management, data collection, counter-human trafficking, emergency preparedness and response, assistance to vulnerable migrants, and labour migration. IOM continues to build national skillsets by strengthening capacities of in all stakeholder categories, having successfully trained personnel from Governmental agencies and Ministries, police, NGOs etc. In order to bolster legislative procedures, IOM continues to offer expertise and technical assistance through reviews to relevant legislation related to migration, labour, national development, digitalization and the diaspora and moreover, provide project management for donor-funded projects targeted at migration-related gaps. The IOM TT has increased its attention to the impact and number of active projects, especially in light of the Venezuelan Migrant Response and the challenges (which remain) posed by the COVID-19 pandemic. The Mission operates among two offices situated in Port of Spain, with varied functions inclusive of project management and communications, logistics and operations, finance, and administration. Particularly, Trinidad and Tobago is regarded as an attractive destination for migratory flows primarily because of its oil and gas resources, its high levels of foreign investment and an expanding tourism industry. As such, it is considered as a country of source, transit, and destination for victims of human trafficking as well as a destination for smuggled migrants. While women and girls continue to be the primary victims of trafficking, there is reported existence of male survivors. IOM POS' research studies have also confirmed the urgent needs of survivors of trafficking include shelter, medical/health care, psychological support, education, training, legal assistance, protection/safety, employment, translation, information, re-

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integration, freedom, and documentation. Despite the efforts of both national and civil society actors, there continue to be major challenges in the provision of support services to VoTs, including, shortage of professional staff, unclear and unstructured referral mechanisms, victim safety concerns, victims' lack of trust in authorities and inadequate placement facilities for both adult and child survivors. In this light, there continues to be a compelling need to urgently strengthen the technical capacity of national authorities and community-based systems.

5. **Organizational Department / Unit to which the Consultant is contributing:** Response Plan (RMRP) for the Venezuela Situation 2024, DP.2828

6. **Category A Consultants: Tasks to be performed under this contract**

- a) Assist in the implementation, monitoring and evaluation of the development of the RMRP project activities in the country.
- b) Contribute to maintaining and strengthening effective cooperative relationships with key national counterparts (government and civil society) and international organizations involved, to explore synergies and avoid duplication of actions.
- c) Carry out, as required, field visits for the development of the RMRP project activities including technical support for the organization of trainings and events.
- d) Provide general assistance in implementation of several activities in support of the projects and implementation partners such as the Interagency Coordination Platform for Refugees and Migrants of Venezuela (R4V), GCM and CIP;
- e) Support administrative tasks for the implementation of activities.
- f) Assist in the preparation of reports (briefing notes, graphics, statistical tables, presentations and other forms of documentation).
- g) In coordination with other units assist with project budgeting, expenditure tracking, procurement processes, project implementation contracts, administration, terms of reference and procurement processes etc.
- h) Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- i) Assist the IOM POS team with the development of new projects and initiatives. This includes the drafting of concept notes and project proposals, identification of donor priorities and funding opportunities.
- j) Perform any other duties as assigned

7. **Performance indicators for the evaluation of results:**

Monthly reports for the duration of the consultancy are to be reviewed and approved by the supervisor

8. **Education, Experience and/or skills required**

- University degree in international relations, social sciences, communications or other related fields

with at least three years of relevant experience, or

- School diploma with at least four years of relevant professional experience.

## 9. Travel required

Yes

## 10. Competencies

### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **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 actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.