



Annex 2 - TERMS OF REFERENCE

Project Assistant R4V

1. **Duty Station of the Consultancy:** Port of Spain
2. **Duration of Consultancy:** 5 months
3. **Nature of the consultancy:** Advisory and supporting activities of the projects that cover Trinidad and Tobago. Category A.
4. **Project Context and Scope:** The IOM is the leading intergovernmental organization in the field of migration which is dedicated to: promoting humane and orderly migration through the provision of advice and services; promoting international cooperation on migration issues; and assisting in the search for practical solutions to migration problems. Since 2006, the IOM has maintained a presence in Trinidad and Tobago through an office in Port of Spain and has continued to provide technical and logistical anchorage to several activities and programs in the realm of migration management (including counter-trafficking initiatives), multilateral discussions on migration, assistance to irregular migrants and victims of trafficking as well as capacity building.

Trinidad and Tobago has always been regarded as an attractive destination for migratory flows owing to various push and pull factors, such as its oil and gas resources, high levels of foreign investment and an expanding tourism industry. While migrants were primarily from neighbouring Caribbean countries, over the last 5 years, migrants from the South American Continent, have significantly increased due to the economic crisis, the COVID-19 pandemic and its geographical proximity to Trinidad and Tobago. This amalgamation of factors has therefore unfortunately placed migrants at increased risk and has emphasized the need for more medium to long-term solutions to address key migration challenges, which would facilitate better livelihood options and effective integration. As such, IOM POS is currently implementing several initiatives in Trinidad and Tobago, which seek closer coordination with country-level actors and coordination structures, as well as continue to support the Government to provide holistic and comprehensive responses to migrant populations. In this regard, under the direct supervision of Head of Office (HoO) - Port of Spain, in tandem with the Reporting and Communications Officer, the Project Assistant -R4V will be responsible for assisting with various aspects of national project implementation, including but not limited to the following: the Regional

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Refugee and Migrant Response Plan (RMRP) which targets Venezuelan migrants and populations; the Global Compact on Migration (GCM), Strengthening IOM's Leadership of the United Nations Migration Network (UNMN), the Country Implementation Plan (CIP) under the Multi-Country Sustainable Development Convention Framework (MSDCF); and IOM POS' Country Strategy.

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) Support in the planning process of RMRP for the TT R4V Platform including the drafting, reviewing, and editing of the RMRP chapter for Trinidad and Tobago as well as any other preparatory processes;
- b) When requested, support the National Platform Coordinators by facilitating and attending Platform meetings and other relevant fora (sector meetings, Caribbean sub-region core team meetings, ad hoc working groups, etc.). Ensure meeting minutes are prepared and disseminated to relevant staff;
- c) Share reports/information products with appealing agencies and partners across the Caribbean;
- d) Support in compiling data to be used in information products by the Sub-regional team such as mid-year reports, thematic factsheets, end of year reports, advocacy messages, the R4V Caribbean webpage, newsletter, etc;
- e) Organize and compile existing assessments and research (sub-regional or national), including undertaking desk reviews, and support the platform and partners to conduct joint analysis;
- f) Liaise with appealing agencies in Trinidad and Tobago on the compilation of reports and information products;
- g) 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;
- h) Liaise with partner agencies, external stakeholders and service providers to advance the work of the IOM;
- i) Assist in the drafting of correspondence, reports and other documents to be submitted to donors or otherwise;
- j) Collection, editing, and updating all substantive media content for the IOM website and social media related to the RMRP Project and Mission;
- k) Monitor Caribbean migration-related issues in print and digital media;
- l) Create and update contact lists of the migration stakeholders in the Caribbean;
- m) Perform such other duties as may be assigned.

6. **Performance indicators for the evaluation of results**

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

7. **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

8. Travel required

Yes

9. 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.