



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

### **Senior Project Assistant RMRP**

1. **Duty Station of the Consultancy:** Port of Spain
2. **Duration of Consultancy:** 5 months
3. **Nature of the consultancy:** Support activities of the R4V project that cover Trinidad and Tobago. Consultancy 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 Senior Project Assistant -R4V will be responsible for assisting with various aspects of national project implementation, including but not limited to the following: the

---

#### **Headquarters:**

17 route des Morillons • C.P. 71 • CH-1211 Geneva 19 • Switzerland  
Tel: +41.22.717 91 11 • Fax: +41.22.798 61 50 • E-mail: [hq@iom.int](mailto:hq@iom.int) • Internet: <http://www.iom.int>

Regional 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.

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

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

- a) Assist in the planning, coordination, implementation and monitoring of project activities. Support the coordination of activities at national and regional levels
- b) Compile, summarize, analyse and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- c) Monitor budget implementation, propose adjustments as necessary and coordinate with resource management unit to implement adjustment in a timely manner
- d) Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organization unit and external parties to initiate request, obtain necessary clearances, follow up on administrative actions etc.
- e) Draft status reports, identify short falls in delivery, bring them to the attention to the supervisor and suggest corrective measures.
- f) Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables and other forms of documentation
- g) Organize meetings, workshops and training sessions; prepare all logistical aspects as well as, when pertinent, training materials and participate in the delivery of capacity building workshops
- h) Monitor work of implementing partners and report any non-compliance to the supervisor.
- i) Act as a focal point for GCM and CIP related activities;
- j) Lead the development of new project proposals in close coordination with relevant colleagues/units in the Mission and the IOM RO;
- k) Assist in maintaining an active data base of donors with priority areas and funding trends identified;
- l) Perform any other duties as 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 6 years of relevant experience, or
- School diploma with at least four years of relevant professional experience.

**8. Travel required**

Resolved

## 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.