



International Organization for Migration (IOM)

The UN Migration Agency

Annex 2 - TERMS OF REFERENCE

Version 2

September 2021

FOR THE CONSULTANCY CONTRACT OF: _____

1. **Duty Station of the Consultancy:** Kyrgyz Republic
2. **Duration of Consultancy:** 1 March 2022 to 31 January 2023 (11 months)
3. **Nature of the consultancy:** Consulting on safe migration, Category A Consultancy¹.
4. **Project Context and Scope:**

In order to promote the value of regular migration paths, as well as ensure migrant-centered information services on safe migration, this consultancy will focus on improving information dissemination to raise awareness among prospective migrants on key topics including (i) risks and ways of protecting oneself in transit and in the country of destination; (ii) how to access recruitment services that follow ethical norms, protection of migrants and counter-trafficking; and address issues relating to rights violations or exploitation.

Within the information services, particular attention will be given to reaching prospective female migrants and ensuring that pre-departure and regular recruitment services are accessible to this target group.

5. **Organizational Department / Unit to which the Consultant is contributing:**
Project: Facilitating Safe & Skilled Migration in the Russian Federation-Central Asia Corridor – Phase One.
Labour Mobility & Human Development Unit
6. **Category A Consultants: Tasks to be performed under this contract**
The overall objective of this assignment is to ensure that migrant workers are better informed and prepared to protect themselves throughout the migration cycle.

Under the overall supervision of the Head of Office of IOM Mission in the Kyrgyz Republic, and direct supervision of Programme Manager, the consultant will conduct the following tasks:

- a) Provide consultations to migrants on safe migration and about the rules of regular migration to the countries of destination;
- b) Provide consultations to migrants about the services of Center for Employment Abroad of the Ministry of Labour, Social Security and Migration of the Kyrgyz Republic and its online resource (website migrant.kg; mobile app Spravochnik Migranta, etc.);
- c) Provide consultations to migrants on regular migration paths and ensure access to information about licensed Private Recruitment Agencies working in the Kyrgyz Republic and their services;
- d) Provide consultations to migrants on risks of trafficking;

¹ Category A consultants are hired on a monthly basis to fulfil a specific role and are paid per month.

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- e) Register statistics on number of consultations disaggregated by gender, age, etc. and provide report to IOM.

7. Education, Experience and/or skills required

- University degree in Law, Economics, International Relations, Business Administration, the Social Sciences, Statistics, Development Studies, International Affairs or any related discipline;
- Background in migration management/policy/etc. field in the Kyrgyz Republic;
- Computer literacy, especially Microsoft Word, PowerPoint and Excel;
- Strong organizational skills;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how to multi-task, prioritize and work independently;
- Knowledge of Russian and Kyrgyz language is mandatory; knowledge of English is an advantage.

8. Travel required

No

9. 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.