



Call for Curricula for a position as Consultant
Organizational Development Consultant (A.MI.CO. program)

CFCV 2023 15

I. INFORMATION on the assignment	
Title of Assignment	Organizational Development Consultant (A.MI.CO. program)
Section	Migration and Development Unit
Location	Homebased, with occasional travel in Italy
Duration	Variable, depending on availability and context needs
CFCV Closing Date	Open-ended
Start date	As soon as possible

II. ORGANIZATIONAL CONTEXT AND SCOPE

Thanks to the contribution of the Italian Ministry of Foreign Affairs and International Cooperation, IOM's Coordination Office for the Mediterranean (IOM Italy) designs and implements initiatives whose aim is to promote the social, economic, and cultural contribution of human mobility. Accordingly, IOM Italy's Migration and Development Unit fosters numerous projects and initiatives addressing the link between migrants and the sustainable development of the countries they bridge. Since 2011, the Migrant Association for Co-Development program (A.MI.CO.) aims to strengthen capacities of local diaspora organizations in the project design and implementation, fostering their role as international cooperation and co-development actors.

In the context of the above-mentioned activities, the Migration and Development Unit is creating a roster of consultants to assist with the provision of technical support and the delivery of in-presence and/or online workshops to selected diaspora organizations based in Italy.

Organizational Department / Unit to which the Consultant is contributing:

The consultant will be required to assist IOM Italy's Migration and Development Unit with the implementation of the Migrant Association for Co-Development program (A.MI.CO.), in particular with the provision of tailor-made organizational development support.

Notably, he/she will be contributing to the implementation of the following A.MI.CO. initiatives:

- A.MI.CO. Grant
- A.MI.CO. Plus

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Nature of the consultancy

Category B Consultancy – Organizational Development Consultant



The selected consultant will be part of the IOM Italy M&D Unit's Roster and may be contacted to provide tailor-made online and/or in-presence organizational development support to selected diaspora organizations based in Italy.

As part of the above-mentioned service, the consultant will be expected to carry out the following activities:

- Participate in one preliminary coordination meeting with IOM team;
- Attend coordination meetings with target diaspora organizations;
- Develop and share coaching content, material and tools;
- Design and deliver tailor-made workshops and coaching to diaspora organizations on one or more of the following areas: i) policy and regulatory frameworks for diaspora associations; ii) human resources organization and management; iii) development of an organizational strategy, including vision, mission and action plan; iv) development of procurement and administrative procedures; v) development of an organizational and governance structure; vi) fundraising and resource mobilization;
- Ensure coordination with IOM Italy at any stage of the consultancy;
- Draft a final report summarizing achievements, challenges, and recommendations.

Tangible and measurable output of the work assignment:

The consultant will be required to deliver one or more of the following outputs:

Deliverable n.	Description	Delivery method	Due date
1.	Draft content of workshops and coaching sessions	E-mail	To be confirmed
2.	Final content of workshops and coaching sessions	E-mail	To be confirmed
3.	Materials and tools used during the workshops and coaching sessions	E-mail	To be confirmed
4.	One or more specific output of the organizational development, related to the area of support and according to the organization's needs, as it follows: i) Policy frameworks; ii) Human resources policies and procedure, organization's organigram and ToRs; iii) Vision, mission and action plan; iv) Procurement and admin internal procedures and a sample of templates; v) Governance framework; vi) A list of the identified donors;		
5.	Final report	E-mail	To be confirmed

Details as to how the work must be delivered:

- The consultant ensures that a participative and interactive approach is adopted at all times;
- Communication is clear and informative, and is adapted to the participants' understanding of the language being used.

Performance indicators for evaluation of results.

- 80% of the supported beneficiaries report satisfaction with the capacity building received;
- A draft of the programme, PPT slides, and a final comprehensive report are elaborated;
- Specific outputs of the organizational development, as specified above, are elaborated and available for the organizations;

IV. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Education:

University Degree in Management, Business, Administration, Social Studies, Development Studies, Political Science, Law, Economy or related field;

Professional experience and other requirements:

- University Degree in Management, Business, Administration, Social Studies, Development Studies, Political Science, Law, Economy or related field;
- Minimum 5 years of relevant professional experience in organizational development;
- Demonstrated experience in working with non-profit organizations;
- Professional experience in organizing and facilitating workshops ;
- Context knowledge or previous professional experience with diaspora organizations will be considered an advantage;
- Excellent writing and presentation skills;
- Professional experience in writing reports and documents in Italian and English;
- Computer skills, specifically hands-on experience in the usage of MS Office.

V. LANGUAGES

Fluency in written and spoken Italian and English.

VI. TRAVEL REQUIRED

Upon request, the consultant will be required to travel within Italy.

VII. 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.

Interested candidates shall submit (1) their Curriculum Vitae including two references contacts, and a (2) cover letter, both in English.

The above documents will have to be sent to the following e-mail address applicationsiomitaly@iom.int, specifying as subject: **CFCV 2023 15 Organizational Development Consultant.**

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only pre-selected candidates will be further contacted for the interview.

Posting period: OPEN-ENDED