



IOM International Organization for Migration

## CALL FOR CVS

Position	: <b>Consultancy for the Development of Soft Skills Training Manual</b>
Organizational Unit	: <b>Migration Management</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Consultant</b>
Type of Appointment	: <b>Consultant, 30 Working days</b>
CFCV No.	: <b>CFCV2022/19</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>Thursday, 17 March 2022</b>

Established in 1951, IOM is the leading UN Migration agency in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity). Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

**Objective:** To develop a Soft Skills' Training Manual as well as deliver one Training of Trainers (ToT) and three stepdown trainings for Staff of the Migrant Resource Centres (MRCs) and Job Centres of the Federal Ministry of Labour and Employment (FMLE) from the six geo-political zones of Nigeria.

### **Context:**

Established in 1951, the International Organization for Migration (IOM) is the UN Migration Agency in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners on issues related to migration. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM Nigeria is currently implementing the European Union (EU) funded project titled "Individual Measure for the EU-IOM Joint Initiative in Sub-Saharan Africa". The overall objective of the action is to contribute to safe, orderly, and regular migration in the in the Sahel and Lake Chad and Horn of Africa regions. The specific objectives are to ensure that (i) Vulnerable and stranded migrants have access to enhanced protection services and to safe, humane, dignified voluntary return; (ii) Returning migrants achieve improved economic, social and psychosocial reintegration that also benefits communities; (iii) Migrants and communities make better informed decisions about migration; and (iv) Partner countries and relevant stakeholders have enhanced capacity in migration management and strengthened migration data and communication. The project also seeks to build on and complement the EU and IOM Initiative for Migrants Protection and Reintegration in Nigeria.

Over the years, IOM in collaboration with FMLE have developed several initiatives to strengthen the legal and policy framework for organized labour migration as well as strengthened the institutional capacity of the International Labour Migration Desk (ILMD) of FMLE to effectively manage labour migration in order to harness its developmental benefits. Some of such initiatives include the development and facilitation for the approval of the National Policy on Labour Migration (NPLM), capacity building for staff of the Ministry and relevant stakeholders on various thematic areas of labour migration, establishment of MRCs in Abuja, Lagos and Edo States and job centres in Abuja, Lagos, Kaduna, Bauchi, Asaba, and Akwa.

In view of the importance of MRCs and Job Centres in labour migration management, and to ensure their long-term sustainability and government's ownership, IOM has continued to train and retrain staff of the ILMD to enable them to have the prerequisite knowledge and skills to efficiently manage the MRCs and Job Centres, support returning migrants, as well as create linkages with concerned stakeholders.

However, the increase in the numbers of returning migrants has altered reintegration needs requiring diversified reintegration services, and the limited capacity of the MRCs and Job Centres to deliver appropriate employment services being the first requirement of all returning migrants, has made it imperative to strengthen the capacity of staff of the centres to deliver employment tailored supports to returning migrants in compliance with their profile and specific needs in order to reduce their vulnerability to abuse and the likelihood to irregularly re-migrate as well as to ensure their effective reintegration, and sustainability of the reintegration process in Nigeria.

It is in this context that IOM aims to engage a consultant to develop a Soft Skills' Training Manual (*with focus on (i) Time management: Stress management; Organization; Prioritizing; Planning; and Goal setting; (ii) Communication: Verbal communication; Written communication; Presentation; Constructive feedback; and Active listening; (iii) Adaptability: Self-management; Optimism; Calmness; Analysis; and Self-motivation; (iv) Problem-solving: Analysis; Logical reasoning; Observation; Brainstorming; and Decision making; (v) Teamwork: Conflict management and resolution; Collaboration; Coordination; Idea exchange; and Mediation; (vi) Creativity: Imagination; Mind-mapping; Innovation; Experimentation; and Questioning (vii) Leadership: Management skills; Authenticity; Mentorship; Generosity; and Cultural intelligence; (viii) Interpersonal skills: Empathy; Humor; Networking; Tolerance; and Diplomacy (ix) Work ethic: Responsibility; Discipline; Dependability; Commitment; and Professionalism; (x) Attention to detail: Scheduling; Introspection; Acuity; Questioning; and Critical observation*), as well as deliver one ToT and three stepdown trainings for Staff of the MRCs and Job Centres within the framework of the project "Individual Measure for the EU-IOM Joint Initiative in Sub-Saharan Africa".

### ***Core Functions / Responsibilities:***

The International Labour Migration Desk, Federal Ministry of Labour and Employment within the framework of the project "Individual Measure for the EU-IOM Joint Initiative in Sub-Saharan Africa"

1. Develop a Soft Skills' Training Material and share with IOM
2. Facilitate two meetings, one for the review of the Training Manual and the other for the validation of the Manual, and produce and submit the meetings' report that meets IOM's standard
3. Develop pre and post evaluation guidelines and materials for the ToT and stepdown trainings
4. Build knowledge and deliver ToT and three stepdown trainings for Staff of MRCs and Job Centre of FMLE using the Soft Skills Training Material developed

5. Produce and submit the training reports, (ToT and the three stepdown trainings) that meets IOM's standard

### **Performance indicators for the evaluation of results**

1. Detailed workplan
2. A Soft Skills' Training Material
3. Pre and post evaluation guidelines and materials for the ToT and three stepdown trainings
4. Share knowledge and facilitate trainings based on participatory methodology
5. Reports of the review and validation meetings that meets IOM's standards, capturing key discussions, results, and recommendations
6. Training Reports (one ToT and three stepdown trainings) that meets IOM's standards, capturing key discussions, results, and recommendations

### ***Required Qualifications and Experience***

A Masters' degree with 5 years of professional experience in delivering professional training and manual development or University degree with seven years of relevant professional experience.

Experience:

- Professional Certification in relation to soft skills with at least 5 years' practical working experience in training, coaching, capacity building in areas of soft skills.
- Demonstrated ability to implement and manage soft skills development training sessions.
- Ability to work with national and local staff with respect, maturity, and impartiality.
- Familiarity with gender issues is an advantage.
- Ability to train, write and produce report is desirable.
- Proven ability to meet deadlines.
- Strong analytical skills as well as fluent and effective spoken and written English.
- Excellent Microsoft Word skills and ability to take notes/drafts and produce high-quality written reports.
- Motivated, committed, responsible, and able to work independently with limited direct supervision.
- Other desirable qualifications
  - o Proven training experience for government in an intelligence environment.
  - o Excellent experience working with diverse stakeholders.
  - o Ability to conceptualize and integrate diverse views from government authorities, stakeholders. and the broader community to achieve desired objectives.
  - o Knowledge of local context in human rights and migration discourse.

### **Languages**

Fluency in **English**; Knowledge of multiple / Local languages advantageous.

### **Travel required**

Travel within Abuja, Lagos, Enugu, Edo and Kano States as required.

## ***Required 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.

## ***Others***

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa, and authorizations by the concerned Government, where applicable.

Female candidates are encouraged to apply

## ***How to apply:***

Interested candidates are invited to fill out the form on the link <https://forms.office.com/r/VYxM3zPPgc> and then submit applications via email to **HRNIGERIA@iom.int** indicating the position applied on the subject line **by Thursday 17 March 2022**.

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)**, and with a subject line **CFCV2022/19 Abuja Consultant MM/Development of Soft Skills Training Manual**

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

## ***Posting period:***

From 04.03.2022 to 17.03.2022

## ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.