



International Organization for Migration (IOM)  
The UN Migration Agency

## **OPEN TO EXTERNAL CANDIDATES**

Position Title : Monitoring & Evaluation Consultant  
Duty Station : Cairo, Egypt with travel to other governorates  
Classification : Consultancy  
Type of Appointment : Three month assignment, (40 working days)  
Estimated Start Date : As soon as possible  
Reference Code : **CFCVs/2018/06**  
Closing Date : March 15, 2018

Established in 1951, IOM is the leading inter-governmental organization 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.

### **Context:**

Under the leadership of the Ministry of State for Emigration and Egyptian Expatriate Affairs (MoSEEA), IOM working in partnership with the Micro, Small & Medium Enterprise Development Agency "MSMEDA" to facilitate the implementation of local community development initiatives in Egypt governorates, through the engagement of Egyptian expatriates. These initiatives aim at: a) raising and improving health awareness b) raising the environmental awareness in the targeted communities c) providing alternatives for irregular migration through labor intensive initiatives d) raising awareness on the risks of irregular migration

Accordingly, a consultant will be recruited to monitor and guide the implementation of these local community development projects by local NGOs implemented under the auspices of the Micro, Small and Medium Enterprise Development Agency (MSMEDA), in partnership with IOM.

### **Realistic delivery dates and details as to how the work must be delivered**

Based on the expected tasks and deliverables, and program work plan, the consultant is required to provide the following deliverables within the work period:

<b>Task</b>	<b>Deliverable</b>	<b>Due date</b>
1. Conduct a desk review of all project proposals and NGO profiles and organize field visit to Assiut	Presentation to IOM and MSMEDA for each of the five projects on the: <ul style="list-style-type: none"><li>• M&amp;E framework and KPIs;</li><li>• Data collection tools;</li><li>• Reporting structures and timeframe; and</li><li>• Outline of information session / workshop to be conduct in Assiut for the target NGOs</li></ul>	29 March 2018
2. Enhance the M&E framework for each project, review KPIs, and data collection tools		
3. Conduct first field visit to Assiut with MSMEDA representative to guide the five NGOs on the enhanced M&E and reporting framework (minimum 4 working days)	Field visit report on the information session to NGOs in Assiut submitted to IOM and MSMEDA	5 April 2018

4. Support NGOs in the effective implementation, monitoring and reporting on all five projects through a second visit to Assiut (minimum 6 working days)	Intermediate report on progress of NGOs including: <ul style="list-style-type: none"> <li>• Results and progress achieved against the M&amp;E framework;</li> <li>• Challenges facing NGOs and recommendations;</li> <li>• In annex: NGO reports on progress;</li> <li>• In annex: NGO beneficiary databases, evidence and data related to the projects, communication tools and materials, visibility and press release documents</li> </ul>	24 April 2018
5. Support MSMEDA to identify potential partner NGOs in Fayoum governorate for peer to peer exchange	Proposal on peer to peer exchange intervention/event, including a list of NGOs to be targeted in Fayoum governorate, description and agenda	29 May 2018
6. Conduct final field visit to Fayoum governorate to support the implementation of the peer to peer interventions/event (1 working days)	Fayoum intervention/event report, including photos, target beneficiaries, minutes of meetings/event, etc	12 June 2018
7. Develop a final report capturing the results of each project, the peer to peer exchange intervention, and provide conclusions and recommendations to IOM and MSMEDA for future scale up and sustainability	Final report on results per project, per NGOs and overall analysis and findings, including the following: <ul style="list-style-type: none"> <li>• Results and progress achieved against the M&amp;E framework;</li> <li>• Challenges facing NGOs and recommendations;</li> <li>• In annex: NGO technical reports on progress and deliverables;</li> <li>• In annex: Final NGO beneficiary databases, evidence and data related to the projects, communication tools and materials, visibility and press release documents</li> </ul>	20 June 2018

**\*\* IOM will require three working days upon receipt of final report and Terms of reference to provide feedback to the consultant. Only three working days will be granted to review and submit final documents.**

### **Required Qualifications and Experience**

**Education:** Degree in Political science, Economics or any related field

**Experience:** Proven knowledge and practical experience in a) conducting Monitoring and Evaluation practices and b) managing and implementing local community initiatives in Egypt governorates

**Competencies:** Proven ability to demonstrate innovative thinking and stimulate an environment that fosters innovation; strong background on monitoring and evaluation practices, proven work experience in conducting institutional capacity assessment and capacity building interventions and strong communication and presentation skills.

**Other:**

Any offer made to the candidate in relation to this Call for CV is subject to funding confirmation.

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.

A prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their CV as well as three furnished professional references from three different employers not later than Wednesday the 15<sup>th</sup> of March 2018 at the latest on [www.egypt.iom.int](http://www.egypt.iom.int).

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.