



Vacancy Notice No : CVN 2022/10
Position Title : External evaluation of the project proposals within the Public Call for Project Proposals
Duty Station : Home based, Serbia
Classification : Consultancy
Type of Appointment : Short term Consultancy Type B
Estimated Start Date : September 2022
Closing Date : 31 August 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

General functions

The International Organization for Migration (IOM) announces the Call for Project Proposals (hereinafter referred to as the "Call") within the project "Strengthening Capacity and Partnerships for Migration Management in Serbia", for which funds were provided by Switzerland.

The overall goal of this project is to support national institutions in strengthening the migration management system in Serbia, with a special focus on mixed migration flows and migrants in vulnerable situations. One of the expected results of the project is the improvement of support for and protection of migrants in local communities, through programs and services that will be implemented in cooperation with civil society organizations and local institutions.

With this Call for Project Proposals, IOM wants to encourage civil society and local institutions to better understand the needs and rights of the local population and migrants, and to provide more accessible, comprehensive and high-quality protection services for the most vulnerable groups among them, thus to improve social cohesion in the communities where there is a large number of migrant population.

The implementation of joint projects should be based on the principles of good horizontal coordination, intersectoral cooperation and partnership between different actors relevant for migration management in local self-governments (local institutions, organizations and networks such as local migration councils, local teams to fight human trafficking, centers for social work, local health centers, schools, judicial authorities, economic sector, CSOs, and others), in order to achieve the as coherent and adapted response to specific needs in the field of migration as possible, as well as support for different categories of migrants at the local level. In this way, the intention is to increase the accessibility, quality and sustainability of support programs and protection services provided by relevant institutions and organizations, especially the systematic and comprehensive provision of social protection services for migrants in the most vulnerable situations that are licensed/accredited/standardized by the competent authorities.

At the same time, the implementation of the projects will take place within the wider implementation of the migration policy at the local level, in order to make the most of the positive effects that regular migration has on social and economic development, while mitigating the risks and challenges, of irregular migration. In this sense, special attention should be paid to local action plans (LAPs), which are an instrument and mechanism for managing migration at the local level. As strategic and action documents of local governments, they determine the needs of different categories of migrants and

IOM Belgrade

Skenderbegova 3 • P.O.Box 104 • 11158 Belgrade • Serbia

Tel: +381.11.32.82.079 • Fax: +381.11.32.81.425 • E-mail: iombeograd@iom.int • Internet: <http://www.iom.int>

foresee, among other things, the measures, and activities of local self-governments in order to improve their position. Therefore, the proposed projects can contribute to the realization of measures and activities of LAPs.

The purpose of the external evaluation is to provide expert assessment of the project proposals submitted under the Public Call for Project Proposals for awarding grants SEM/SDC-2022-1 (available at: <https://serbia.iom.int/sites/g/files/tmzbd1126/files/documents/PROJECTS/sem-sdc-2021-1-public-call-for-project-proposals.pdf>), in line with the Call's objectives and falling under one of the two clusters:

Cluster 1: Activities that contribute to social cohesion and inclusion by fostering mutual interaction and understanding between local and migrant populations, including support for the implementation of joint and participatory initiatives, strengthening intercultural exchange, and bridging cultural differences, and empowering and including migrants in the local community.

Cluster 2: Activities that contribute to the protection of migrants in vulnerable situations, especially unaccompanied and separated children, victims of gender-based or any other form of violence and victims of human trafficking, through adequate social protection programs and services.

2. Evaluation purpose

The overall objective is to assess the project proposals submitted under the Public Call for Project Proposals for awarding grants SEM/SDC-2022-1, in accordance with the evaluation criteria defined and presented in the Call, including the applicants' capacities, the relevance of the proposed activities, the inclusion of communities and beneficiaries in the project design, the coherence, feasibility and the cost-effectiveness of the proposed projects.

The evaluation will be used by IOM and partner institutions to assess the quality, feasibility, expected performance and impact of the projects proposed for this Call, and to inform the decision-making process on awarding the grants.

3. Evaluation scope

The technical evaluation will cover all project proposals received within the deadline set by the Public Call for Proposals, i.e. September 4, 2022, 23:59h which pass the administrative evaluation. The evaluation will take place in Belgrade, Serbia.

4. Evaluation criteria

The evaluation will use the criteria established by the Public Call for proposal: Operational/technical capacity of the applicant; Relevance of activities; Coherence and feasibility of the project; Project beneficiaries; Budget and cost-effectiveness of the project; and Co-funding.

5. Evaluation questions

Operational/technical capacity of the applicant

- Does the applicant have relevant experience in implementing similar projects (in terms of budgeting and types of activities)?
- Does the organization have necessary human resources/ skills for project implementation? If any resources are missing, does the project include plan for their recruitment (through consulting services, staff hiring, etc.)?
- Where appropriate, do partner organizations/institutions have a capacity for implementing project activities?

Relevance of activities

- How relevant is the project proposal to the objectives of the Call?

Coherence and feasibility of the project

- Are the issues to be addressed clearly explained in the project?
- Are the objectives and activities in the project proposal clear?
- Are there proposed activities for addressing the issues?
- Can the proposed activities be implemented within a proposed timeline?
- Is the budget sufficient for implementation of the proposed activities?
- Will any of the project results remain after project completion?
- Do the proposed activities promote volunteerism, including description and number of volunteers involved in the implementation of proposed activities?

Project beneficiaries

- Are the beneficiaries clearly indicated in the project proposal according to the requirements of this Call?
- Are the gender and age of beneficiaries stated?

Budget and cost-effectiveness of the project

- Are all proposed costs acceptable?
- Is the cost in line with the market prices?
Are the costs indicated for all activities?

Co-funding

- Is co-funding or applicant's or other donor's contribution envisaged in the project proposal?

6. Evaluation methodology

The methodology will include review and analysis of the applications/project proposals (application and accompanying budget forms);

Finally, the evaluator must follow the IOM Data Protection Principles, norms and standards for evaluation, and relevant ethical guidelines.

7. Evaluation team

The evaluation will be carried out by a qualified and experienced evaluation consultant. The evaluation approach has to follow standard international practices in project evaluation.

8. Evaluation deliverables

The deliverables expected from the Evaluator include the following:

- Review the project proposals documentation and assessment of the applications based on the evaluation criteria.
- Prepare an overview/presentation of the assessment of project proposals including a summary with main project information, evaluation score, summary of the assessment for each project (including recommendation for revision of the proposal In order to be considered for funding), and elaboration of the potential recommendation of grant award, where applicable;
- Prepare the list of pre-selected project proposals recommended for grant award based on the assessment and present the findings at the joint meeting with the other members of the Selection Committee from IOM, the Commissariat for Refugees and Migration, the Ministry of Labour, Employment, Veteran and Social Affairs and the Swiss Cooperation Office in Serbia.
- Prepare and submit the final list of selected project proposals based on the consultations and joint decision of the Committee.

9. Evaluation work plan

Upon selection of the evaluator, IOM will arrange a meeting to discuss the ToR and any related questions, and to ensure a common understanding of the evaluation process. IOM will provide all relevant documents for conducting the task.

The evaluation results will be shared with the IOM, and with other members of the Selection Committee.

The following timeline is proposed, to be discussed and confirmed with the selected evaluator. The evaluation is expected to start on September 5, 2022, with activities delivered by the September 16, 2022.

The evaluation is to be conducted in 8 working days in the following tentative timeframe:

Activity	Responsible	Timeline
Review the project proposals documentation and perform the assessment of the applications based on the evaluation criteria	Evaluator	4 days
Prepare an overview of the project proposals including a summary with main project information, evaluation score, assessment findings, and elaboration of the recommendation of grant award, where applicable	Evaluator	2 days
Prepare the list of pre-selected project proposals recommended for grant award with key information based on the assessment	Evaluator	1 day
Present the assesment at the joint meeting with the other members of the Selection Committee	Evaluator	0.5 day
Prepare the final list of selected project proposals	Evaluator	0.5 day

Travel costs (transport, accommodation and subsistence) should be included in consultant's offer and agreed prior to start of the assignment.

The quality of the evaluation outputs will be assessed based on the criteria of utility, credibility and appropriateness including but not limited to:

- The report has to be written in clear language (English);
- The information in the report has to be complete, well-structured and well presented;
- The information in the report has to be reliable (evidence based and well documented in the project proposals);
- Human rights and gender equality perspective has been taken into account.

Skills and Competencies

- Excellent analytical skills.
- Strong writing skills.
- Ability to synthesize research and reach empirically based conclusions on related subject.
- Proven capacity to produce reports.
- Knowledge of inter-disciplinary development issues.
- Result-oriented and responds to feedback positively.

- Effective application of Results-Based Management.
- Good communication, coordination and facilitation skills.
- Ensures quality of work in a timely manner and meets deadlines.

Desirable Qualifications and Experience:

- High academic degree in relevant field of humanities, social science, economy or business administration.
- Minimum 5 years of relevant professional experience, preferably in international/multilateral development context.
- Proven experience in evaluating and monitoring development programmes and projects.
- Understanding of the migration context in Serbia.
- Understanding of current policies, legislation and international standards related to migrant protection and assistance.
- Familiarity with the international evaluation standards.
- Computer literacy, knowledge of software packages and handling of web-based monitoring systems.

Other requirements

The evaluator must adhere to the IOM Data Protection Principles (IN/138) and maintain confidentiality. The evaluator must adhere to UNEG norms and standards for evaluation, and relevant ethical guidelines.

Languages Required

Excellent knowledge of written and spoken Serbian and English

How to apply:

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) (CV may be submitted alternatively), and the Offeror's Letter (containing the financial offer) via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (**CVN 2022/10**) in the subject.

The application must therefore include the following documents:

- The IOM Personal History form in English language (CV may be submitted alternatively) containing contact information and timeline of work experience including description of duties and references for similar assignments, i.e. evaluations and assessments performed;
- Offeror's Letter (dully signed in PDF format) confirming the interest and availability for the consultancy. The Offeror's Letter shall include financial proposal specifying a total sum amount for the tasks specified in this announcement, with a breakdown of costs per day of engagement.

Only shortlisted candidates will be contacted. Short listed candidates may be asked to provide representative examples of Evaluation Reports they have prepared in the last three years.

Position is subject to availability of funding

Posting period: From 23.08.2022 to 31.08.2022

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 – behavioral indicators level 1

- 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.