

Vacancy Notice No : CVN 2024/15
Position title : Development of Return and Reintegration Curriculum
Duty Station : Belgrade
Classification : Consultant
Type of Appointment : Category B consultancy (up to 25 working days)
Estimated Start Date : January 2025
Closing Date : 18 December 2024

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: Migration stakeholders and service providers need capacity building support to accelerate implementation of migration priorities towards achieving Sustainable Development Goals (SDGs) and fulfilling its commitments under the Global Compact for Safe, Orderly and Regular Migration (GCM). Besides the Commissariat for Refugee and Migration, key stakeholders are the Ministry of Interior, the Ministry of Labor, Employment, Veterans' and Social Affairs, the Ministry of Education, the Ministry of Health, the Ministry of Economy, the Ministry of Foreign Affairs, etc. Mentioned service providers from government and civil society need assistance in terms of further capacity building in order to provide support to various migrant groups, especially in local communities (including humanitarian support, social protection, healthcare, legal aid, employment/career counselling, etc.). Apart from basic learning offer from National Academy for Public Administration (NAPA), specialized training on migration is provided by SCRM through its dedicated Migration Training Centre (MTC) in Plandiste, created through donor and government support in 2018 for sustainable training and capacity building programs and research in the field of migration.

IOM (with thematic support from WHO) aims to support capacity development and knowledge management amid local migration planners embracing better evidence and whole-of-society approach in local migration policy planning and implementation. IOM will support the MTC to create new thematic curriculum on migration and public health. In developing and delivering this curriculum, IOM seeks to engage consultant (who possess(es) expertise and experience in the subject matter, targeting expertise from relevant public institutes, academia, as well as from civil society.

Tasks to be performed under this Under the direct supervision of IOM Joint Programme Coordinator and close cooperation with Commissariat for Refugees and Migration of the Republic of Serbia the

Consultant shall:

1. **Develop a Training Plan** which shall contain the inventory of modules to be developed and learning areas to be presented, as per already structured curriculum overview which follows the globally developed Reintegration Handbook.

The special attention will be dedicated to the **five** thematic areas:

- a) An integrated approach to reintegration
- b) Reintegration assistance at the individual level
- c) Strengthening the capacities of SCRM trustees to work with returnees and the Roma community
- d) Strengthening the social skills of SCRM trustees in the field of antigypsism/History and culture of Roma
- e) Monitoring and Evaluation of Reintegration Assistance

This list must include the following sub-components: title, list of associated general curriculum outcomes (GCOs), learning objectives, and a brief description of the lesson and a list of included subcomponents. The Plan must also include explanation of training methods which will be used for each component in line with learner-centred approach.

2. **Develop a Training Programme** which must include a *Guidelines for Trainers* and *Training Materials*:

- a) Training Programme should be designed as ToT with **up to three trainings**. The first part of each training should be designed for strengthening skills and competencies for delivery of trainings and forming teams of trainers, and the second part to correspond to five thematic areas developed through Training Plan.
- b) Guidelines for Trainers shall contain explanation of the methodology which shall be used, composition of trainer's team, their roles, detailed plan of work for each training module as per predefined curriculum overview (sessions, topics, activities etc), including explanation how training materials should be used
- c) Training material shall contain:
 - Brief theoretical introduction to the topic and/or sub-topics ;
 - Accompanying PPT for each topic and/or sub-topics;
 - Materials for practical work/exercises. For each topic at least one practical work/exercises should be designed. It is recommendable to use modern technology for development of materials for practical work and exercises and/or to encourage group collaboration among participants, facilitates the exchange of ideas, and incorporates real-life examples from practice.

3. **Conduct up to three trainings** within ToT and provide mentorship support to trainees in

preparation for conducting trainings on the above five topics.

4. **Develop Quiz/questionnaires** for each training module for measurement of participants' knowledge and define sequencing plan for testing the trainee results.
5. **Prepare a Report on Realization of Activity.** The report should encompass a general overview of the conducted trainings (participants, time and location, content, etc.), summary of results on achieved levels of knowledge by the participants, evaluation results related to quality of training and trainers performance, as well as lessons learned from the process and implementation of trainings.
6. **Submit all deliverables** to IOM and Commissariat for Refugees and Migration for review and comments.
7. **Address all the comments** in satisfactory manner and submit the deliverables to IOM and Commissariat for Refugees and Migration for final clearance.

The content of the curriculum must be in Serbian as the participants are local. All deliverables have to be quality reviewed and accepted by IOM and SCRM and tasks carried out in close cooperation with the IOM designed project staff.

Copyright and ownership of the final content shall rest with the IOM and Commissariat for Refugees and Migration, and it will be the Consultant's responsibility to ensure that all submitted materials and components shall not infringe on copyrights held by other parties.

The payment shall be made in one instalment after completion and approval of the deliverables.

Performance indicators for the evaluation of results:

The following deliverables are required from the Consultant(s) for the total number of up to 25 working days:

- Draft Training Plan
- Training Plan, updated on the basis of IOM and SCRM suggestions and approval by IOM Joint Program Coordinator and SCRM
- Draft Training Programme, containing Guidelines for Trainers and Training Materials in Serbian language (Cyrillic)
- Final Training Programme, containing Guidelines for Trainers and Training Materials, updated on the basis of IOM and SCRM suggestions and approval by IOM Joint Program Coordinator

- Conducting up to three trainings for trainers
- Report on Realization of Activity

Desirable Qualifications and Experience:

Qualifications:

- Experience in the processes of return, readmission and reintegration of Serbian citizens under readmission agreements
- Expertise in social inclusion on the local level, poverty reduction and socio-economic integration of vulnerable groups
- Sound knowledge on migration;
- Proven experience in development of training materials and delivery of training in similar areas proven through the portfolio of previous work

Education:

- Minimum University Degree in Social or Political Sciences, Economy or related field;
- Advanced University Degree would be considered an asset (MSc, Ph.D.);

Experience

- At least 5 years of experience in the field of social research;
- At least two years of experience in teaching / lecturing / adult training on return and reintegration;
- Demonstrated skills in education methodology and creation of educational materials (classroom and/or electronic training materials)

Languages Required

- Excellent knowledge of spoken and written Serbian and English is required.

The incumbent is expected to demonstrate the following values and 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 – behavioral 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.

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 and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (CVN 2024/15) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 12 December 2024 to 18 December 2024

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.