



IOM International Organization for Migration
 OIM Organisation internationale pour les migrations
 OIM Organización Internacional para las Migraciones

Annex: Terms of Reference

I. POSITION INFORMATION	
Position title	National Monitoring, Evaluation and Reporting Officer
Position grade	NO-B (Mission target)
Duty station	Maseru, Lesotho
Appointment type	Special, 6 months with possibility of extension
Position rated on	To be rated by PAC
Reports directly to	Head of Office
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	Two weeks from posting the SVN
Estimated start date	ASAP
Posting channel	Internal and external
Complete WBS (up to the 5th level)	CD.0003.LS10.11.02.001 MA.0381.LS10.11.05.001
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>IOM Lesotho is a newly established office in June 2017 and is a growing mission with diverse projects in migration and development, diaspora engagement, border management and counter trafficking, migrant protection, among others. Based on IOM's mandate, priority areas and its comparative advantage, the mission is aiming to strengthen its efforts to develop new projects / programme in the area of migration management which are aligned with IOM Lesotho Country Strategy 2019-2023, United Nations Development Assistance Framework (UNDAF) 2019-2023, and National Strategic Development Plan (NSDP II).</p> <p>Last year, the Government of Lesotho has completed MGI (Migration Governance Indicator) exercise to determine the baseline through inter-Ministerial, multi-sectoral migration network called National Consultative Committee on Migration (NCC). IOM intends to assist regular monitoring and annual reporting on the MGI. Additionally, in the context of the Global Compact of Migration (GCM) adoption by the UN General Assembly in December 2018, and towards achieving Agenda 2030 and Sustainable Development Goals (SDG) objectives, the mission plans to identify priority indicators and conduct data collection exercise in 2019.</p> <p>In addition, Enhancing coordination and strengthening institutional capacity to effectively engage with Basotho diaspora funded by IOM Development Fund (IDF) in September 2018 for 24 months project required a dedicated officer to be responsible for implementing the activities. IOM has been supporting Ministry of Foreign Affairs and International Relations (MoFAIR) in this project which has the following outcomes; Outcome 1: Newly established Diaspora Directorate is engaging effectively with diaspora members; and Outcome 2: Active presence and participation of government, Diaspora representatives and key private sector actors during the diaspora outreach forum; and Outcome 3: Lesotho National Diaspora Policy is in place.</p> <p>Against this background, IOM in Lesotho is looking for an experienced and</p>	

motivated professional to serve as National M&E/Reporting, PD Officer to provide support to all the programme / projects implemented in Lesotho, as well as new initiatives such as MGI and SDG related activities.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the Head of Office (HoO) in Lesotho, and close coordination with the Regional M&E Officer, Regional Project Development & Reporting Officer, and Regional Thematic Specialists (RTSs) for Southern Africa, as well as project and finance staff in IOM Lesotho, the incumbent's overall responsibility will be to provide technical support on M&E, PD and Reporting to the project coordinators in the mission for all ongoing and new projects.

Specific duties include but not limited to:

M&E / reporting

1. Support the development and roll out of project M&E Frameworks, guidelines, plans or tools to guide quality M&E in the projects.
2. Provide technical support for the collection, analysis and management of regional projects' M&E data and facilitate its access by relevant internal and external stakeholders.
3. Support the regular review of M&E plans, tools and other documents such as results matrices, reporting templates etc., as may be necessary in coordination with relevant colleagues or partners.
4. In coordination with HoO and project coordinator, conduct periodic field visits to project sites, to ascertain and promote adherence to agreed standards and timelines of implementation; create greater awareness of reporting requirements; ascertain use of appropriate M&E data collection methods and build capacity thereof; and gather information on implementation bottlenecks to ensure timely implementation of projects.
5. Contribute to the development of periodic internal and/or donor reports by providing M&E data and content, ensuring that results are aligned to indicators outlined in results matrices, as well as ensuring that reporting is in aligned to IOM standards, donor standards, and results based
6. Provide feedback to project coordinators for programme revisions and amendments based on monitoring or evaluation findings
7. Contribute to capacity building efforts on M&E in the mission and its Implementing Partner NGOs including through training, mentorship, coaching and sharing of information.
8. Contribute to the mainstreaming and measurement of gender in all project M&E activities including but not limited to Gender disaggregation of M&E data, engendering project results statements and indicators, ensuring that gender measurements are included in baseline, mid-term or end line evaluations and in monitoring activities.
9. Contribute to the drafting process for Annual Institutional Questionnaire an UNDAF Reporting in coordination with project coordinators

Project Management

10. Provide regular support to the management and implementation, monitoring and evaluation of the on-going diaspora engagement activities in Lesotho and provide monthly update on the progress and challenges of the project to HoO;
11. Provide technical support and input to the development of various diaspora

- engagement tools such as questionnaire, registration form for diaspora in South Africa and beyond; identifies issues and initiates requisite follow-up actions
12. Provide technical and logistical support in the implementation of diaspora engagement projects; specifically
 - a. Providing logistical support to the establishment and convening of relevant project technical committees;
 - b. Assist in MoFAIR organize key activities such as Diaspora Outreach Forum, Diaspora policy development, diaspora profiling and registration, formulation of association;
 - c. Monitor the activities and track the results;
 13. Undertaking project administrative duties related to overall diaspora engagement activities in Lesotho including tracking budgets, contract management and reporting;

New Initiative

14. In close coordination with HoO, plan and implement MGI monitoring, hold NCC meetings and develop annual report on the MGI indicator.
15. In close coordination with HoO plan and implement SDG pilot initiatives in collecting baseline of selected SDG indicator.
16. Represent IOM in M&E, Pillar 1 (Governance) of UNDAF and SDG group in the UN System

Project Development

18. Under the guidance of HoO, contribute to the project development efforts in the mission in coordination with the RSTs, Regional Project Development Officer, and project coordinator in relevant migration areas
19. Undertaking other tasks as required

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Minimum of University Degree in Monitoring and Evaluation, Statistics, Project Planning and Management; Project Management or Business Administration; or other related social sciences from an accredited academic institution with at least four years of experience.
- Applicants holding a specific M&E training certification, statistics in addition to the above qualifications is required.

EXPERIENCE

- Provable knowledge and experience on M&E methods, data collection/analysis through survey, assessment or evaluation, as well as on data/ information management is required.
- Experience in project development
- Experience working in a multi-cultural environment with international organizations such as INGOs, the UN and other multilateral organizations is an advantage.
- The incumbent must possess fair knowledge and experience in research methodology.
- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Good knowledge of project cycle management, administration and evaluation concepts and procedures.

- Proven ability to establish and maintain strong working relations with relevant Project Managers, key stakeholders relevant for effective M&E.
- Demonstrated proficiency with Microsoft office applications, including Excel, Word, PowerPoint, Publisher, and SharePoint.
Knowledge of data analysis software such as SPSS, STATA.

V. LANGUAGES	
Local Languages	Advantageous
English (Fluent)	KNOWLEDGE OF LOCAL LANGUAGES

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following competencies.

Values

- Inclusion & respect for diversity: shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences
- Integrity & transparency: delivers on commitments; manages the organization’s resources reliably and sustainably.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

Core Competencies

- Teamwork: fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team’s work.
- Delivering results: anticipates constraints, identifies solutions and takes responsibility for addressing critical situations; aligns projects with Organization’s mission and objectives and demonstrates a good understanding of the impact of team’s and own work on external and internal counterparts.
- Managing and sharing knowledge: disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise; encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Accountability: proactively seeks responsibility in delivering towards the goals of the Organization; plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Communication: seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information; listens and seeks to understand without bias and responds appropriately.

Managerial Competencies

- Leadership: assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests; takes sound and timely managerial decisions that are consistent with the Organization’s vision and purpose. Empowering others and building trust: encourages others to take responsibility for their performance;

¹ Competencies should be drawn from the Competency Framework of the Organization.

promotes ownership, responsibility and accountability