



1. **THE CONSULTANCY CONTRACT OF:** Identifying Vocational and Skills training opportunities.
2. **Duty Station of the Consultancy:** Belize City – Belize
3. **Duration of Consultancy:** Contract for 5 Months The estimated start date is May 2024
4. **Nature of the consultancy:** Consultant for implementing an activity that will enhance the livelihood of Migrant Families through Vocational and Skills Training.
5. **Project Context and Scope:**

Established in 1951, IOM is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental, and nongovernmental partners. IOM is dedicated to promoting human and orderly migration for the benefit of all. It does this by providing services and advice to governments and migrants. Since Belize became a member state of the United Nations Agency for Migration (IOM) in 2000, IOM has established itself as an expert institution in migration and migration management in the country.

The Integrated Responses on Migration from Central America Program (IRM) funded by the United States Agency for International Development (USAID) has been implemented as an IOM program since 2020. The program aims to contribute to safe, orderly, and regular migration in Central America towards addressing gaps in fundamental aspects of sustainable reintegration and integration needs of migrants.

To achieve this objective the program focuses on four outcomes:

- Outcome 1: Mechanisms are enhanced to ensure sustainability of post-arrival assistance and effective referral systems for people on the move.
- Outcome 2: Sustainable reintegration and integration are facilitated at the individual, community, and structural levels.
- Outcome 3: Stronger data management and analysis capabilities help national and local governments and key stakeholders adopt evidence-based policies on human mobility.
- Outcome 4: National and regional dialogues on human mobility with key stakeholders and spaces to share experiences and good practices.

This activity will be executed under Outcome 2: Sustainable reintegration and integration are facilitated at the individual, community, and structural levels.

In 2022, the Government of Belize, through the Nationality and Passport Department, initiated an amnesty program to enable migrants who meet the requirements to access permanent residence status with a path to citizenship. The Amnesty Program has been accepting applications from August 2022. The Amnesty registration program will allow over 5,000 migrant beneficiaries to regularize and have access to basic services including the labour market. As a part of the post-amnesty follow-up the IRM program will be enhancing the livelihood of migrant families by supporting integration and inclusion through vocational and skills development training.

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The Goal of this consultancy is to provide orientation services to 60 migrants in Belize, aged 18+, to access vocational and technical training, positively impacting their skills for employment and self-employment.

Objectives:

1. Create a comprehensive stakeholders mapping including vocational training institutions and establish at least Memorandums of Understanding (MoUs) that fit the needs of migrant beneficiaries.
2. Identify, profile, and guide a minimum of 60 migrants to participate in TVET training courses.
3. Develop a mechanism for referencing and monitoring job vacancies to beneficiaries.

6. Organizational Department / Unit to which the Consultant is contributing: The Integrated Responses on Migration from Central America.

7. Category B Consultants: Tangible and measurable outputs of the work assignment

8. Deliverables under this contract:

- Deliverable 1: Document including a workplan, description of deliverables, timetables, mechanisms or methodologies proposed outline of report and costs.
- Deliverable 2: Provide a report document that includes, but is not limited to, these main activities:
 - Research and identify Technical and Vocational Education and Training (TVET) programs that can be offered to migrant men and women. Develop a criterion to establish eligibility for financial support for the vocational program to be validated with IOM, based on the needs and profile of beneficiaries.
- Deliverable 3: Provide a report document that includes, but is not limited to, these main activities:
 - Identify and bring orientation services to migrant men and women to apply to vocational training and make connections with TVET institutions, fulfilling IOM data protection principles.
 - Coordinate progress reports of attendees referred to TVET institutions.
 - Identify and implement a referral mechanism for job Placement opportunities once vocational training has been completed by beneficiaries.
 - Identify migrants to support the development of Program Success Stories videos by the IOM communication team.
- Deliverable 4: Final report of activities and Develop a TOR proposal for contracting a service provider of vocational training to implement follow-up initiatives in this area of work for middle and long-term actions.

All the above-mentioned activities need to be coordinated carefully with close coordination with IOM representatives to ensure the efficient and effective execution of the assigned tasks.

9. Performance indicators for the evaluation of results

Evaluation of results

- A work plan and identified deliverables (25%)
- MOU with various TVET institutions and offer Courses (25%)
- List of registered beneficiaries & Monitoring and Evaluation mechanism (25 %)
- Final Report (25%)

Indicators

- All products require the technical approval of IOM's Regional Coordinator and Information Unit
- Satisfactory completion of tasks indicated under the deliverables.
- Quality of the report analysis.

- Timely delivery of outlines and/or drafts as indicated in point 5 and the final draft.
- Compliance with IOM House style guidelines.
- Delivery of any other tasks indicated above.

10. Education, Experience and/or skills required

It is expected that Companies as well as individuals can pool expertise under one Proposal and undertake this assignment.

The company/consultant (s) should:

- Demonstrate prior experience in developing vocational and job skills opportunities for vulnerable groups.
- Have a good understanding of the context of Migration in Belize.
- Have at least five (5) years of experience in strategic planning, public advocacy, vocational training, and capacity building development.
- Have excellent proven written and spoken English and Spanish, strong oral and written communication skills, and other languages spoken in Belize.

11. Travel required

The individual or company selected will be responsible to cover all transportation costs within the country of Belize relevant to the accomplishments of the deliverables of the program.

12. Competencies

- Strong analytical, writing and communication skills, with a focus on research papers and descriptive reports for diverse audiences.
- Experience in entrepreneurship, vocational training, and development initiatives for vulnerable populations.
- Experience in the development of information products such as infographics, and PowerPoint presentations.
- Research experience in the fields of population studies, migration, refugees/IDPs, development, or related.
- In-depth knowledge of the broad range of migration-related subject areas.
- Attention to detail.

Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency** maintain 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.

- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

13. Deadline for proposal and Submission Details

Interested consultants should submit a detailed technical and financial proposal with the following:

- A letter of interest stating why you are eligible for the assignment.
- Portfolio, reel or other sample of previous work in communication campaigns.
- A Technical and Financial proposal which should include a description of the proposed methodology to be used, a schedule of planned activities.
- Detailed budget including professional fee (in USD). Provide unit costs for communication materials to be developed after the development of the strategy.

Send Technical and Financial proposals to iombelize@iom.int no later than 5:00pm 9th April 2024