



International Organization for Migration (IOM)

The UN Migration Agency

TERMS OF REFERENCE - EXTENSION

CON 2022/008 GT – Grants Management System (GMS) Support Consultant

RCP - Addressing the root causes of irregular migration in Guatemala

1. **Duty Station of the Consultancy:** Guatemala City
2. **Duration of Consultancy:** Six months with possibility of extension
3. **Nature of the consultancy:** Grants Management System (GMS) Support
(Category A Consultant)

4. **Project Context and Scope:**

In April 2021, the United States Agency of International Development (USAID) and the International Organization for Migration (IOM) started the Addressing the Root Causes of Irregular Migration Project in Guatemala. In this Project, USAID and IOM are committed to work in close partnership with a variety of civil society organizations, including community-based and indigenous organizations and groups. The Project will be implemented through a small-grants mechanism where activities will contribute towards an overall program strategy that continues to evolve, responding to the local context and program learnings.

The Grants Management System (GMS) is an online system to enable IOM and USAID to successfully oversight and manage the grant activity cycle. The GMS will be used by IOM and USAID to submit, approve or reject, monitor, track and close numerous grants throughout the life of the project.

5. **Organizational Department / Unit to which the Consultant is contributing:**

The selected consultant will contribute to the project “Addressing the Root Causes of Irregular Migration Project”. Under the overall supervision of the Chief of Party in Guatemala and direct supervision of the Deputy Chief of Party; and, in collaboration with the Grants Unit and the GMS Software Developers and Business Analyst, the successful candidate will be responsible and accountable to support the development of Phase 2 of the GMS.

Headquarters:

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6. Category A Consultants: Tasks to be performed under this contract

- Monitor the use of the GMS to identify errors and inaccuracies relating to GMS Phase 1 and liaise with the software development team to request changes.
- Support the software development of GMS Phase 2, according to the functionalities established in the Business Requirements Document (BRD) and in constant contact with Programme Team in Guatemala and the software development team.
- Conduct software testing during GMS Phase 2 release.
- Liaise with the GMS software development team to share feedback and request changes to the GMS Phase 2 functionalities.
- Gather critical information from meetings with various stakeholders and produce useful reports and minutes.
- Prepare and implement quality assurance policies and procedures, routine inspections and quality tests.
- Support and train, on a frequent basis, IOM staff on the use of the GMS features.
- Support on solving or referring troubleshooting from the GMS.

7. Performance indicators for the evaluation of results

- Timely release of new versions of the GMS throughout GMS Phase 2

8. Education, Experience and/or skills required

- Master's degree in Management, Information Technology, Computer Science, Engineering, or related field from an accredited academic institution with two years of relevant professional experience; or University degree in the above fields with four years of relevant professional experience.
- Fluency in English and Spanish are required.
- Experience reviewing and creating business analysis documents.
- Experience in software testing.
- Experience supervising the development and implementation of administrative control procedures.
- Experience in the usage of office software packages (MS Word, Excel, etc.); data and business analysis (including expertise on using Power BI and Microsoft Excel for analysis and dashboards, and Visio for charts and diagrams).
- Basic knowledge of using relational databases (SQL Server) and programming language (Angular, Microsoft Dot Net and TypeScript).
- Knowledge of International Public Sector Accounting Standards (IPSAS) is an advantage.
- Demonstrated ability to liaise effectively with technical and business stakeholders.
- Knowledge of IOM administrative and financial management, budget monitoring, cash management and internal control procedures is preferred.
- Previous experience in the UN system and with IOM is an advantage.

9. Travel required - No travel is required.

10. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

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

11. How to apply:

Interested candidates should send CV and letter of interest-motivation letter for carrying out this work including a statement explaining the motivation and describing relevant experience supporting strong skills in the field as well as 3 relevant references (email, phone number and full name of the person-company) of the work related to the current position.

The above-mentioned documents should be sent to: recruitment-gt@iom.int indicating the name and number of the publication.

IMPORTANT:

- IOM will only contact preselected candidates.
- **Due date for applications: September 30, 2022.**
- Please take into consideration that IOM will only consider the applications that meet with the requirements, applications received after the due date will not be considered.
- The attached documents may not be higher than 2MB.
- The duration of the consultancy will be 6 months with possibility of extension.
- The application should include information about relatives currently working with IOM if it is the case.