



TERMS OF REFERENCE

SHORT-TERM PLACEMENT PROGRAM FOR A UGANDAN DIASPORA EXPERT

Position:	Partnership Management Expert
Position type	Diaspora Expert
Date of issue	10 November 2023
Beneficiary institution	Buganda Investments and Commercial Undertakings Ltd (BICUL).
Duty Station	Kampala, Uganda
Duration of Assignment	3 months (January 2024- March 2024)
Deadline for Applications	24 November 2023
Number of positions	1 position

A. BACKGROUND AND JUSTIFICATION

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.

The IOM “Short-Term Placement for Qualified Diaspora Experts” is a programme that seeks to create a structured platform that encourages members of the Uganda diaspora to temporarily return to Uganda and engage in short-term placements in the fields of Health, Education, Business process, Management, Technology and Engineering, thereby fostering knowledge transfer, capacity building, and fostering connections between the diaspora and local communities. The programme is being supported by the Better Regional Migration Management Programme, funded by the Foreign, Commonwealth and Development Office of the Government of the United Kingdom with an objective of enhancing labour migration governance and protection of migrant workers’ rights and their family members.

A rapid assessment was administered in 2022 to “*Identifying Key Economic Sectors that require Diaspora Skills*”. Based on the findings of the draft report, the prevalent skills gaps in Uganda economic sectors that required diaspora expertise included: Health, Education, Business process, Management, Technology and Engineering.

Therefore, IOM took up an initiative under the Better Regional Migration Management program to organize a short-term placement program for Ugandan diaspora with expertise in Partnerships management to get an opportunity to apply their skills and expertise into the host institution (BICUL). This is a valuable opportunity to harness the skills and knowledge of Ugandan professionals living abroad.

B. OBJECTIVES

Under the overall supervision and guidance of IOM Uganda and BICUL, you will be responsible for developing and nurturing partnerships, as well as preparing proposals and grant applications to secure funding for the organization's projects and initiatives. This role involves extensive research, effective communication, and collaboration with various departments to ensure successful proposal submissions.



C. TANGIBLE AND MEASURABLE OUTPUT

Transfer of skills: The main responsibility of the qualified Ugandan Diaspora expert will be to ensure continuous and systematic transfer of knowledge and skills as related to the assignment.

Work plan: A work plan must be developed with the BICUL supervisor during the first week of the assignment to provide clear and time-bound activities to successfully implement the outputs of the assignment. This work plan will be shared with the supervisor of BICUL, the IOM programme coordinator and IOM M&E officer. This work plan can be revised during the assignment to reflect new developments or changes.

Monthly Reports: Monthly progress reports will be submitted by the Ugandan Diaspora expert to the supervisor of BICUL, the IOM programme coordinator and IOM M&E officer.

Exit interview: An exit interview will be conducted to gather experiences and recommendations for future assignments by other experts

D. QUALIFICATION AND COMPETENCIES REQUIRED

i) Education, Skills, and experience

1. Bachelor's degree in a relevant field (e.g., communications, social sciences).
2. Master's degree in a relevant field will be an added advantage.
3. Proven experience in partnership development and relationship management.
4. Strong research skills and ability to identify funding opportunities.
5. Excellent written and verbal communication skills.
6. Strong presentation skills.
7. Experience in proposal writing and grant application preparation.
8. Knowledge of project management and fundraising best practices.
9. At least 5 years of professional experience in the above respective fields.
10. Advanced knowledge in the usage of computers and Microsoft office software packages.

Technical/Functional Skills:

1. Identify, establish, and maintain partnerships with relevant organizations, institutions, and stakeholders.
2. Cultivate and manage relationships with existing partners, ensuring effective communication and collaboration.
3. Collaborate with partners to identify opportunities for joint projects, initiatives, and funding opportunities.
4. Research funding opportunities from various sources, including government grants, foundations, and private donors.
5. Prepare high-quality proposals, grant applications, and concept notes to secure funding for the organization's projects.
6. Write compelling narratives, ensuring alignment with the organization's mission, goals, and objectives.



7. Coordinate with relevant departments to gather necessary information, data, and supporting documents for proposals.
8. Review and edit proposals to ensure clarity, coherence, and compliance with guidelines.
9. Submit proposals within deadlines and follow up on their status.
10. Elaborate and finalize a governance document including implementation arrangements and standard operating procedures for the partnership.
11. Prepare templates for Memoranda of Understanding, concept notes and Letters of Agreement according to partner type and main donor agreements.
12. Prepare procedures for working with financing partners.
13. Review and align rules and procedure for working with partners.
14. Develop practical guidance and the appropriate tools for a transparent partner selection process.
15. Develop a non-disclosure document to ensure confidentiality.
16. Fulfil other assignment identified by BICUL supervisor.

Additionally, the Ugandan Diaspora expert must have the ability to:

11. Produce high quality outputs in a timely manner, while understanding and anticipating the evolving needs on the ground.
12. Assess situations or circumstances and draw sound conclusions.
13. Think strategically, manage competing priorities and be highly organized.
14. Work in collaboration with other departments and produce high quality outputs.
15. Display sensitivity towards culture, gender, religion, race and nationality.
16. Must be a Ugandan citizen currently living and working abroad.
17. Proficiency in English is required. Knowledge of Luganda is an asset.
18. Pay attention to detail and work under pressure to meet deadlines.

ii) 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 – 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.



E. LANGUAGE
Fluency in spoken and written English.
F. STIPEND
A monthly stipend amounting to approximately USD 2000 will be paid to the selected candidates
G: SECURITY AND INSURANCE MODALITIES
Health insurance including evacuation due to a medical emergency will be provided by the project. However, experts will be requested to provide a recent medical certificate stating that they are physically fit. Please note that IOM, according to the contract, will not be responsible for the security of qualified Ugandan Diaspora expert during the short-term placement program. The BICUL will be responsible for the security of the individual. Before leaving the country of residence or upon arrival in Uganda, the qualified Ugandan Diaspora expert will receive a pre-service briefing including security advice and cultural background.
H: HOW TO APPLY
To apply for this Short-Term placement opportunity, interested and eligible applicants can send copies of the following documents to the International Organization for Migration (IOM), through email: ehoarorqn_ug@iom.int To be considered, applicants must provide a cover letter, Curriculum Vitae (CV), and the contact information (email and phone number) of two professional references by the closing date of this vacancy. Only shortlisted candidates will be contacted. The closing date of this application is 24 November 2023 at 12.00 PM.

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.