



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Annex A

TERMS OF REFERENCE

Position title: Skills Gap Assessment Consultant

Duty Station: St. George's, Grenada. Work may be conducted off-site, but candidates based and with expert knowledge of the Caribbean region are preferred.

Estimated start and end date: August 2020 – October 2020 (*exact dates to be confirmed*)

IOM seeks to recruit a qualified consultant to conduct a skills gap assessment to determine the existing skills in Grenada and to establish what skills and resources are needed for the country's development. The Consultant will also cross reference these findings with preliminary data collected on Diaspora skills and experiences gathered through the Government of Grenada's ongoing diaspora mapping survey.

This activity is to be carried out under the management of the International Organization for Migration (IOM) Regional Coordination Office for the Caribbean, Guyana

1. **Nature of the consultancy:** Advisory services on Labour and Migration to officials of the Government of Grenada

Objective: To develop a Skills Gap Assessment Report for Grenada on skills, competencies and resources needed to support future development within the country's public and private sectors and civil society institutions. The report will also include report on matching diaspora skills using preliminary data collected from the ongoing country mapping exercise.

The 'Engaging with and Empowering the Diaspora for the Development of Grenada' project locally referred to as Grenadian Diaspora for Development (GD4D) is implemented in close collaboration with the Government of Grenada (GoG) through the Ministry of Foreign Affairs. The project's overall objective is to strengthen the GoG capacity to engage and dialogue with the Grenadian diaspora as part of the country's strategic development focus.

In order to support the achievement of this objective, a mapping exercise is currently being conducted to document available skills and resources within the Grenadian diaspora, as well as diaspora return interest and plans to support the development of Grenada. This consultancy will also support this objective by conducting an in-country assessment to determine the existing skills in Grenada to establish what skills and resources are needed for country development and to cross reference findings with data collected from the mapping exercise.

The assessment will be carried out using consultative processes with both the Government of Grenada and the private sector. The report must be drafted in an inclusive and participatory manner and fully considering the unique diaspora profile for Grenada, using a gender mainstreaming approach and considering [National Sustainable Development Plan 2035 - Grenada](#). Data will also be

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collected by conducting interviews of members of the private and public service and/or other relevant stakeholders as identified by GoG and the project's Steering Committee.

2. **IOM Project to which the Consultancy is contributing:** Engaging with and Empowering the Diaspora for the Development of Grenada

3. **Tasks to be performed under this contract:**

Working under the overall supervision of the National Project Coordinator for the Caribbean, the direct supervision of the GD4D Project Manager (Grenada), and in close coordination with the Ministry of Foreign Affairs, the successful candidate will be expected to collect data from textual analysis and from interviews to develop a report in line with international best practices. The following tasks should be undertaken:

- a) Conduct a desk review of (a) existing data and analysis on Grenadian labour market trends (b) relevant labour migration statistics (from local, regional and international sources) and (c) diaspora skills registration
- b) In consultation with the GD4D Project Manager determine research methodology and work plan
- c) Conduct interviews, meetings and/or surveys (virtual or in-person as appropriate), to document and examine existing skills gaps within Government structures, civil society, universities, and the private sector.
- d) Complete assessment of needs to determine the skills/competencies required to support the future development of Grenada. Assess and cross reference diaspora skills using preliminary data collected from the ongoing country mapping exercise for potential matches.
- e) Final Skills Gap Assessment Report for Grenada on skills and competencies needed to support future development within the country's public and private sectors and civil society institutions for public distribution. This report should take into consideration the National outcomes outlined in the [National Sustainable Development Plan 2035 - Grenada](#) and diaspora skills collected from the mapping exercise.
- f) Present report findings at final project dissemination workshop (virtual or in-person as appropriate)

OTHER TASKS Related to the Consultancy:

- Communicate regularly with the IOM GD4D Project Manager
- Deliver documents and other deliverables in a timely manner as stated in the action plan, or as amended in conjunction with Project Manager.
- Maintain a neutral and professional approach throughout the completion of the contract.
- Ensure that all and any relevant data and findings are documented, appropriately archived, and shared with IOM, whether or not they are used in the final report.
- Collaborate with Project Manager in leading tasks to completion to ensure a quality final product.
- Draft a comprehensive and well researched report, clearly identifying priority labour issues and recommended actions to address those issues and needs.

4./5. Tangible and measurable output of the work assignment and realistic delivery dates and details as to how the work must be delivered.

The Consultancy will submit the following reports within the timeframe. The receipt and approval of each deliverable is subject to approval from IOM.

TASK (<i>as per section 3 above</i>)	Deliverables	Duration
Desk Review		
a) Conduct a desk review of (a) existing data and analysis on Grenadian labour market trends (b) relevant labour migration statistics (from local, regional and international sources) and (c) diaspora online registration	Report from the desk review	2 weeks
b) In consultation with the GD4D Project Manager determine research methodology and work plan	<ul style="list-style-type: none"> Document outlining proposed research methodology, work plan and data sources In coordination with PM, finalize questions for interviews with identified stakeholders Develop Interview Protocol for civil society stakeholders Draft interview schedule <p>Payment 20%</p>	1 week
Data analysis & drafting		
c) Conduct interviews, meetings and/or surveys to document and examine existing skills gaps within Government structures, civil society, universities, and the private sector.	<ul style="list-style-type: none"> Conduct interviews (virtual or in-person as appropriate) and compile interview notes 	4 weeks
d) Complete assessment of needs to determine the skills/competencies/resources required to support the future development of Grenada. Assess diaspora skills using preliminary data collected from the ongoing country mapping exercise	<ul style="list-style-type: none"> Systemize and analyse data and write first draft of report Submit draft Skills Gap Assessment Report for review by IOM and Project steering committee Attend meetings (virtually as necessary) to present and collate feedback on draft <p>Payment 40%</p>	3 weeks
Editing & Publication		
e) Final Skills Gap Assessment Report for Grenada on skills, competencies and resources needed to support development within the country's public and private sectors and civil society institutions for public distribution.	<ul style="list-style-type: none"> Edit draft with feedback from the review process, finalize report and prepare for publication. Submit final policy designed for publication to IOM, Minister of Foreign Affairs and Project 	2 weeks

Desirable Qualifications

Education and Experience

- Advanced university degree from an accredited academic institution, preferably in Labour or Employment studies, Public Policy, International Development, Migration, International Development, Social Science, research or other relevant field;
- Minimum of 3 years relevant professional experience in conducting quantitative and qualitative social economic research;
- Capacity to collate and synthesise qualitative and quantitative data in a comprehensible manner;
- Demonstrated knowledge of labour market dynamics in Grenada, as well as relevant related policies;
- Experience working with governments and civil society.

Competencies

- Excellent analytical, oral, and written communication skills in English;
- Excellent report writing and drafting skills;
- Experience in leading an international research project;
- Experience in working in complex institutional environments;
- High level of ability with data analysis and statistical software packages preferred
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability'
- Proven interest and knowledge of the Caribbean region and global migration or migration management policy will be considered a significant asset.
- Integrity and ability to handle confidential information in accordance with policies and protocols on use of information, data and research;
- Excellent analytical and communication skills;
- Ability to work with minimal supervision and to meet deadlines;
- Language(s): Fluency in English is required.

Candidates must submit three separate documents to iomguyana@iom.int by **June 26, 2020**.

- A detailed CV including a minimum of three references;
- A technical proposal, including the candidate's capacity to meet the objectives of the project, including relevant prior experience; and indication of availability;
- A budget indicating the time and resources that will be required