

IDMC Terms of Reference

Consultancy: research and writing for country profiles on internal displacement

BACKGROUND

The Internal Displacement Monitoring Centre (IDMC) is a global centre of expertise established in 1998 to monitor and report on the situation of people who become displaced within their own countries. IDMC curates and analyses data from a wide range of sources, provides insight into the risk, scale, causes and impacts of the phenomenon and supports partners around the world in identifying and implementing solutions to it.

CONSULTANCY OBJECTIVE

The consultant will support the Global and Regional Analysis Manager in the production of country-level information and analysis that will feed into the online Country Profiles and other reporting products, as appropriate. S/he will support the production of background research, documentation, drafting and analysis of country-level information for selected countries.

Generic responsibilities:

- Conduct background research and referencing
- Support the drafting of country profiles and country-level analyses
- Perform other duties as required

Specific responsibilities:

Conduct background research and referencing:

- Conduct background research and literature reviews on specific themes that are relevant to internal displacement drivers, patterns and impacts at the country level; synthesise and document the key topics and trends.
- Input publications, papers and background documents into the team's list of resources, including the indexing of information by theme, country and region, and conduct source-checking and accuracy of the final outputs.
- Support other colleagues by conducting background research, when needed.

Support the drafting of country profiles:

- Draft country profiles.
- Conduct quality assurance of the outputs.
- Support the integration of internal and external feedback.

The consultant will also be expected to work in close cooperation with other IDMC colleagues from different teams and departments.

CONSULTANCY TIME and IMPLEMENTATION TIMEFRAME

This is a full time, home-based (100%) consultancy to be undertaken over the period from 01.02.2025-30.05.2025

Key Deliverables:

- I. Produce solid first drafts for a minimum of 20 country profiles in line with previously agreed outline and content;
- II. Revise drafts and incorporate feedback from supervisor as per agreed upon deadline;
- III. Input at least 50 publications, papers and background documents in the team's list of resources, including the indexing of information by theme, country and region;
- IV. Conduct source-checking and ensure accuracy of final drafts.

Skills/areas of expertise and qualifications:

- Master's degree in international affairs, social sciences, displacement, migration, humanitarian or development studies
- At least one year of relevant experience in research, data collection, quantitative and qualitative data analysis
- Highly organised and rigorous researcher, with demonstrated ability to organize and identify relevant information, and to conduct desk reviews of secondary literature
- Strong skills in reviewing large amounts of data to produce concise analytical products
- Very strong drafting skills working knowledge of referencing systems
- Very high attention to detail and thoroughness in day-to-day work
- Collaborative working style and a strong team player
- Solution-oriented with positive attitude towards resolving problems
- Organizational and time management skills - can perform well under pressure and ability to deliver under tight deadlines when necessary
- Previous experience with displacement or migration topics, particularly in the areas of disasters, conflict and/or development, a plus
- An understanding of internal displacement policies, processes, and challenges in the context of conflict, violence, disasters and development, a plus
- Competence in the use of Word, Excel, databases and online research tools for the capture, organization and analysis of information
- Fluent and excellent communication skills in English, both written and verbal
- Fluency in Spanish, French and/or Arabic a plus

Pre-requisites for application:

- Registration as a "sole trader" or consultant as required in country of residence, or as employee within a consultancy company. The consultant is solely responsible for complying with all applicable taxation and social security laws and regulations.
- The consultant must be available as of February 1st, 2025.

APPLICATION PROCESS

Consultants who meet the above requirements are invited to submit an expression of interest by Monday 9 December 2024, 23:59 CET to CH Geneva Tenders ch.gvatenders@nrc.no and include the following as part of their application:

- Curriculum Vitae;
- Cover letter / Expression of Interest
- 1 writing sample
- Contact information including the consultant's name, email address and phone number(s);
- Proposed daily consultancy rate in CHF or EUR*, inclusive VAT and all charges;
- List of references that can be contacted to verify the quality of services;
- Proof of required registration as a consultant/sole trader/proprietor or a company in country of residence

*NB. This daily rate and currency will be fixed for the duration of the contract.

Please note: All service providers/consultants working with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. Consultants doing business with NRC will be screened on anti-corruption due diligence before NRC confirms a contract.