



**Call for Expressions of Interest
to
Update IOM's Research Manual and IOM's Research Training Manual**

Organization: International Organization for Migration

Department: Migration Research and Publications Division, Department of Policy and Research

Consultant experience and specialization: Research Methods, Training Design Expert

Duration of consultancy: Workplan to be agreed with successful applicant. Both revisions need to be completed by the end of June 2024. Payment based on deliverables according to package fee.

Location: Online/remote

CV and cover letter including fully costed proposal and references (merged in a single document) to be submitted by email to research@iom.int by 18 February 2024, 23.59 CET.

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 170 countries, 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.

IOM conducts and supports research designed to guide and inform migration policy and practice. The Migration Research and Publications Division (MRPD) is based at IOM Headquarters within the Department of Policy and Research and has the institutional responsibility for supporting the conduct and management of applied research on salient migration topics.

Research is designed to enhance IOM's programme delivery and contribute to a broader understanding of migration patterns and processes, as well as the links between migration research and migration policy and practice. Research also feeds directly into IOM's role as a publisher of applied research, including through IOM's flagship publication, the World Migration Report, papers published in the journal Migration Policy Practice, the Migration Research Series, and IOM Migration Profiles.



The Research Unit (RES) within MRPD supports IOM regional and country offices, as well as different departments in Headquarters with technical research assistance and knowledge management, this includes:

- Producing research guidance notes and other research technical assistance tools.
- Supporting research collaborations with external researchers and institutions.
- Reviewing IOM research publications and IOM Migration Profiles.
- Supporting, reviewing, and endorsing research project documents in IOM's Project Management system.
- Providing research capacity building workshops at a regional and national level.

CONCEPT SUMMARY: UPDATE OF IOM'S RESEARCH MANUAL AND IOM'S RESEARCH TRAINING MANUAL

In its role of provider of research technical assistance to IOM Regional and Country offices, as well as internal Headquarters structures, RES developed a series of useful tools to guide staff in the design, management, and implementation of research projects. IOM's Research Manual was produced in 2004 and was intended to provide guidance for the research process. RES is currently seeking to update the organizational manual to better service IOM's staff and to better reflect new developments in applied migration research in the past two decades.

In 2022, RES developed a three-day training package covering the fundamentals of research production and management in IOM utilizing the existing resources and guidance available in the organization and introducing new ones. The package follows an interactive approach and is targeted at project managers and to a range of functions within the organization, such as research focal points, data functions, regional thematic specialists and regional liaison and policy officers. The training is delivered on a rolling basis across IOM Regional Offices and IOM Country Offices.

The update of IOM's Research Training Manual will reflect the updated and new content added to IOM's Research Manual so that both will work in synergy. The Research Manual will function as a theoretical source of guidance, while the Research Training Manual will retain its existing instructional design and function as source of applied guidance, providing practical examples and exercises on research design and implementation.



DELIVERABLES

Under the supervision of the Senior Research Officer and in collaboration with the Research Unit, the Expert will update IOM's Research Manual and IOM's Research Training Manual along four steps.

- a) Redefining IOM's Research Manual objectives, proposing a content structure, suggested resources and templates to include as well as a presentation outline. This may include revision of research guidance and manuals published by other UN agencies or international organizations.
- b) The consultant will re-write IOM's Research Manual based on the assessment of missing and outdated elements, including additional material and resources to fill these gaps. The updated Research Manual will reflect current trends in applied migration research.
- c) Based on the new and updated content for IOM's Research Manual, the consultant will propose and update to the existing curriculum of IOM's Research Training Manual to ensure synergies, coherence and aligned guidance between both products.
- d) The consultant will provide a dissemination plan for the updated IOM's Research Manual which will include possible stand-alone research guidance notes to be developed, presentations on specific sections of the Manual, as well as ideas for developing an interactive approach to IOM's Research Manual.