



## **CONSULTANCY NOTICE**

***(Open to international candidates)***

Position Title: **Consultancy for administrative and data management support**  
Duty Station: **Ha Noi, Viet Nam**  
Type of Appointment: **Consultant Contract**  
Estimated Start Date: **As soon as possible**  
Closing Date: **5:00 PM, 07 April 2024**  
Reference code: **VN2024/HN/008 (C)**

### **1. Background:**

With the global aim of promoting international cooperation on migration issues, assisting in the search for practical solutions to migration problems, and helping to maintain the orderly and humane management of migration, IOM in Viet Nam has been working through its projects and programmes. It has been focusing on various themes, including counter-trafficking, labour migration, migrant health, immigration, and border governance, to assist the Government in enhancing its legal and policy framework for better migration management and the protection of vulnerable migrants.

Over the past decade, IOM has worked closely with the Government of Viet Nam and relevant partners to support (1) the prevention of human trafficking, irregular and unsafe migration; (2) protection/reintegration for Victims of trafficking (VoTs) and migrants in vulnerable situations (MiVS) to reintegrate into community of return; and (3) enhancement of prosecution to effectively responds to all TIP forms. Notably, since 2018, IOM has been implementing the “Tackling Modern Slavery in Viet Nam (TMSV)” project (hereinafter TMSV) funded by UK Home Office with the aim to contribute to a more efficient nationwide system response to human trafficking in and from Viet Nam. The project, now in its third phase, covers three pillars: Prevention, Protection, and Prosecution. Project activities were rolled out at the national level with a focus on the hotspot communities in the provinces of Hai Phong, Nghe An, Ha Tinh, and Quang Binh.

The consultant will work under the overall supervision of the Project Officer and in coordination with the Finance Officer and Project Assistants. He/she will provide support for project implementation, data entry, and management of TMSV database across three pillars, contributing to evidence-based reporting, monitoring, and evaluation.

### **2. Duty station of the consultancy:**

Flexible working arrangements

**3. Duration of the consultancy:**

Full-time, April – July 2024

**4. Responsibilities:**

- **Project implementation**

- Provide the project team with administrative, financial, and logistics support for activity implementation across three pillars, including but not limited to meetings, workshops, trainings, community events, etc;
- Support drafting, editing, translation, and organization of project documents;
- Support implementation of the project's "[Think Before You Go](#)" online communications campaign.

- **Data entry and management:**

Support the project team with track-keeping of TMSV monitoring and evaluation activities, data entry and management of project database, including but not limited to beneficiary tracker, questionnaires, surveys, interviews, etc.

- **Other:**

- Undertake duty travel as needed to conduct activities related to project implementation, monitoring and evaluation;
- Perform other related duties as may be assigned.

**5. Remuneration:**

The Consultant shall receive pro-rated monthly subsistence allowance based on actual working time.

**6. Required qualifications and experience:**

- Master's or bachelor's degree in Social Sciences, International Relations, Communication, Statistics, Data Science, or related fields;
- Experience in quantitative research, analytics, and data visualization;
- Proficient in English and Vietnamese both oral and written;
- Organized, efficient and able to meet deadlines;
- Knowledge of migrant rights and vulnerability, counter trafficking in persons, and voluntary return and reintegration and counter migrant smuggling is desirable;
- Knowledge of programme development, monitoring and evaluation is desirable.

**How to apply:**

Completed applications, including cover letter, CV and copies of diplomas and certificates and proposal may be delivered to the IOM Mission Office in Hanoi at 304 Kim Ma, Ba Dinh District, Ha Noi or submitted electronically to [iomvietnamhr@iom.int](mailto:iomvietnamhr@iom.int) referring to this Consultancy Notice's Position Title.

Applications are non-returnable and only short-listed candidates will be contacted.

**Posting period:**

From 27.03.2024 to 07.04.2024

***Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.***