



Annex 2 - TERMS OF REFERENCE

For the consultancy contract of: Enumerator (data collection purpose)

1. **Duty Station of the Consultancy:** Bishkek, Kyrgyzstan (with various data collection sites)
2. **Duration of Consultancy:** 21.04.2025 – 31.12.2025
3. **Nature of the consultancy:** To collect baseline data on human mobility at the lowest possible administrative level in selected locations.

4. Project Context and Scope:

The National Action Plan for 2022-2025 of the state Concept of Migration Policy 2021-2030 (Decree of the Cabinet of Ministers of the Kyrgyz Republic 191-r) provides for conducting comprehensive researches on migration in line with international standards.

In this regard, in 2022 IOM established Mobility Tracking Matrix (MTM) in Kyrgyzstan. MTM is adapted to the context in Kyrgyzstan based on IOM's Global Displacement Tracking Matrix (DTM) methodology. MTM is a system that tracks and monitors displacement and population mobility. It is designed to regularly and systematically capture, process and disseminate information to provide a better understanding of the movements and evolving needs of various mobile populations, whether on site or en route.

Through project funding from the European Union and the Swiss Agency for Development and Cooperation, the IOM MTM programme collects data through its so-called Baseline Mobility Assessment (BMA). Data-collection activity will take place across Kyrgyzstan and aim to further enhance the understanding of human mobility in, to and from Kyrgyzstan and related trends, needs and vulnerabilities.

5. Tasks to be performed under this contract:

Under the overall supervision of IOM Programme Coordinator and close coordination of MTM Project Assistant the enumerators will:

5.1 Conduct Key Informants Interview (KIIs)

- a) Interview active community leaders, religious leaders, diaspora representatives, hospital and school directors and returned migrant groups.
- b) Ensure the data for accuracy, completeness and conduct direct observation.
- c) Conduct follow-up interviews as necessary to obtain missing or incomplete data.
- d) Take photos with written consents

5.3 Ensure compliance with IOM guidelines and code of conduct during data collection

- a) Key Informants Interview (KIIs) shall be conducted in the interviewers' native language to the extent possible, directly at target or remote locations as determined by the accessibility, safety and security situation for each particular location.

- b) Key Informants Interview (KIIs) are expected to ensure confidentiality and security of data compliance with IOM principles and guidelines.
- c) Participate in enumerators training before each data collection to ensure the understanding of methodology and questionnaire and get familiarized with the IOM principles and guidelines
- d) Respect the privacy and rights of the individuals being surveyed, ensuring informed consent.

5.4 Other tasks

- a) Develop and submit fieldwork plans and transportation costs with identification of locations before each round of data collection.
- b) Coordinate with field supervisors and IOM to plan the daily schedule and target areas for data collection.
- c) Ensure all necessary equipment (tablets, phones, paper forms, etc.) and resources are prepared before the field visit.
- d) Establish good relationships with community focal points (CFPs), ensuring respectful and professional interaction.
- e) Ensure the accuracy and completeness of the collected data.
- f) Validate information by cross-checking with multiple sources when required.
- g) Keep detailed records of daily activities and completed interviews.
- h) Assist in documenting challenges or issues encountered in the field.
- i) Submit completed survey forms into Kobo and ensure that data is correctly uploaded or delivered to the data management team.

6. **Duration of Consultancy Services:** The consultancy positions duration is 10 months 01 February 2025 – 31 November 2025

7. **Organizational Department / Unit to which the Consultant is contributing:** Mobility Tracking Matrix (MTM)

Category B Consultants: Tangible and measurable outputs of the work assignment .

Deliverables:

Option a):

- Baseline Mobility Assessment (Round 5) – February-March 2025 (Expected deliverables-April 1st, 2025)
- Baseline Mobility Assessment (Round 6) – June-July 2025 (Expected deliverables-July 21st, 2025)
- Baseline Mobility Assessment (Round 7) – October-November 2025 (Expected deliverables-November 17th, 2025)

8. Performance indicators for the evaluation of results

- The quality of and the timely completion of deliverables;
- Feedback from the IOM Project Management Team, Thematic Specialist and counterparts;
- Compliance with IOM House style Guidelines;
- Compliance with IOM Data Protection Principles.

9. Experience and/or skills required

- a. **Education:** - Minimum high school or diploma – completed university degree is an advantage; - Other formal education relevant for the assignment;
- b. **Experience:** - At least 2 years of experience in conducting community and household assessments and survey;

- ✓ Knowledge and understanding of the relationship between migration and development;
- ✓ Experience in working with international organizations and UN (United Nations) agencies, an advantage;

c. Competencies and Skills:

- ✓ Good knowledge of the migration & development concept;
- ✓ Familiarity with IOM's mandate;
- ✓ Good command of oral and written in Kyrgyz, Russian is an advantage.

d. Personal Qualities and other requirements:

- ✓ Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- ✓ Cultural and gender sensitivity;

e. Diversity:

- ✓ Adheres to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, etc.

10. Travel required

Yes

Languages

Oral and written fluency in Kyrgyz and Russian languages is required.

11. 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 of 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.

The Consultant

Name: _____

Signed: _____

Date: 16.04.2025

**For the International Organization for
Migration**

Name: Ms. Asylgul Kanatbekova
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IOM Office: Bishkek, Kyrgyzstan

Signed: _____

Date: 16.04.2025