



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference

Vacancy:
Change Management Technical Advisor
Ministry of Education, Culture and Higher Education

I. General Information	
Post/Title	Change Management Technical Advisor
Date of issue	03 December 2019
Duty Station	Mogadishu
Duration of Assignment	6 months with a possibility of extension
Deadline for applications	24 December
II. Background Information	
About MIDA FINNSOM Phase II – Health and Education Project	
<p>The Migration for Development in Africa (MIDA) Somalia programme supports the mobilization of resources and expertise of the Somali diaspora to contribute to the stabilization and development of Somalia, while ensuring that skills and knowledge are transferred to the host institutions and retained by local staff once the diaspora experts complete their assignments.</p> <p>MIDA FINNSOM Phase II - Health and Education Project is funded by the Government of Finland, the project aims to facilitate the transfer of skills, competencies and knowledge of qualified Somali expatriates to public institutions in Somalia, with a focus on two sectors, namely health and education. The beneficiary institution the Ministry of Education, Culture and Higher Education (MoECHE) will host the qualified Somali expatriate, and will be responsible to provide a safe and secure work environment. MoECHE & IOM Somalia MIDA staff will monitor the expatriate while on assignment.</p>	
III. Activities / Key Results Expected	
<p>Under the overall guidance of Director General of the Ministry of Education, Culture and Higher Education, the expert will be responsible for the following functions, subject to the approval of the Ministries of Education, Culture and Higher Education:</p>	

1. Establish actionable deliverables for the following change management levers: communications plan, coaching plan, training plan, resistance management plan
2. Apply a structured methodology and lead change management activities.
3. Complete change management assessments
4. Support departmental design and definition of roles and responsibilities.
5. Identify, analyse and prepare risk mitigation tactics.
6. Identify and manage anticipated resistance.
7. Support change management at ministerial level.
8. Integrate change management activities into Ministry project plans.
9. Define and measure success metrics and monitor change progress.
10. Support and engage senior managers and department heads.
11. Coach managers and supervisors.
12. Provide input, document requirements and support the design and delivery of training program.
13. Assess the change impact.
14. Work towards faster adoption, higher ultimate utilization of and proficiency with the changes that impact employees.
15. Evaluate and ensure user readiness.
16. Track and report issues.
17. Transfer knowledge of the latest change management strategies and support institutional capacity building.

IV. Target Outputs (Measurable Results)

To be specified for the workplan of the Technical Advisor.

V: MIDA requirements

Besides the specific outputs mentioned in section IV, the MIDA programme requires the following steps/actions to be undertaken throughout the assignment. These are standard requirements for all assignments:

1. **Transfer of skills:** One of the main responsibilities of the Somali diaspora participant, and one which he/she will be measured against, will be to ensure continuous and systematic transfer of knowledge and skills as related to the assignment. It will have to be agreed with the beneficiary Ministry/institution which civil servants will benefit from this knowledge.
2. **Work plan:** A work plan will have to be developed with the Supervisor during the first week of assignment which will provide clear and time bound activities to be implemented in order to achieve the expected outputs of the assignment. This work plan will be shared with the MIDA Project Assistant. The work plan can be revised during the mid-term review to reflect new developments or changes in strategy.
3. **Mid Term Review:** there will be a mid-term review of the assignment between the incumbent and the beneficiary Ministry/ institution to discuss progress of the assignment and feedback on performance.
4. **Interim and Final Reports:** Progress reports will be submitted by the incumbent to the Supervisor and to the MIDA Project Assistant. Thereafter a final report will be provided at the end of assignment.

V: Qualifications

Level of Education:	Master's degree.
Area of Study:	Education or related field.
Years of work experience in what area(s):	5-10 years preferred.
Languages needed:	English and Somali
General Skills / Other Requirements:	<ul style="list-style-type: none">• A solid understanding of how people go through a change and the change process.• Experience and knowledge of change management principles, methodologies and tools.• Exceptional communication skills, both written and verbal.• Excellent active listening skills.• Ability to clearly articulate messages to a variety of audiences.• Ability to establish and maintain strong

	<p>relationships • Ability to influence others and move toward a common vision or goal.</p> <ul style="list-style-type: none"> • Flexible and adaptable; able to work in ambiguous situations. • Forward looking with a holistic approach • Organized with a natural inclination for planning strategy and tactics. • Problem solving and root cause identification skills. • Able to work effectively at all levels in an organization. • Must be a team player and able to work collaboratively with and through others. • Acute business acumen and understanding of organizational issues and challenges. • Familiarity with project management approaches, tools and phases of the project lifecycle. • Experience with large-scale organizational change efforts. • Change management certification or designation desired.
VI: Monthly Stipend	
The monthly stipend amount will be determined by criteria set by IOM MIDA FINNSOM project based on degree and years of relevant experience.	
VII: How to apply	
<p>To apply please send your CV (with two professional references including their email and phone number) and a cover letter by email to midasomvacancy@iom.int. PDF format is preferred. Kindly write: Change Management/MoECHE in the subject field of the email when sending the application.</p> <p>Only shortlisted candidates will be contacted.</p>	

VII: Security and insurance modalities

Health insurance, including evacuation due to medical emergency, will be provided by the project. However, experts will be requested to provide a recent medical certificate stating that they are physically well and apt to work in a hardship area in Africa.

Please note that IOM, according to the contract, will not be responsible for the security of the qualified Somali expatriates. The host Ministry/ institution will be responsible for the security of the individual.

Before leaving the country of residence and upon arrival in Somalia, the qualified Somali expatriate will receive a pre-departure briefing including security advice and cultural background.