



The Planning Institute of Jamaica invites suitably qualified individuals/firm to fill the position of Policy Development Consultant - National Policy and Plan of Action on International Migration and Development for Jamaica

Background

The National Policy and Plan of Action on International Migration and Development is geared toward expanding and strengthening the current policy framework and to ensure institutional and inter-institutional policy coherence. The policy will provide the normative and operational framework to harness the potential of migrants for development. The process will be guided by the National Working Group on International Migration and Development (NWGIMD) which is comprised of technical level experts who are directly involved in migration and development matters. The NWGIMD has among its functions to oversee the policy development process and to monitor implementation of same.

Specific Responsibilities

To ensure the formulation of the policy and plan of action, as well as to lead the policy development process and strategize to execute the following:

- A situational analysis of the current policy and development environment to enhance understanding of its dynamics;
- Timely consultation with all key stakeholders, including international experts assigned to the project on mainstreaming migration into development planning;
- Formulating and/or synthesizing of sub-policies and action plans of the thematic sub-committees with a view to developing a comprehensive National Policy and Plan of Action;
- Formulation of the draft policy and plan of action on international migration and development; and
- Finalization of the draft policy and plan of action with key stakeholders.

Qualifications and Experience

- Post graduate qualification in the following areas:
 - Demography
 - Population and development
 - Social science specializing in public policy or other relevant field
 - Economics
 - Law
- Five (5) years related work experience in policy development;
- At least five (5) years of professional relevant experience, including knowledge and expertise in migration and development issues;
- Knowledge of the structure and operations of the public sector policy environment.

For further information, please see the detailed Terms of Reference below

Applications should be submitted, no later than **February 13, 2012** to:

Re: Policy Development Consultant
The Human Resource Manager

Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Fax: 906-4615
email: vacancies@pioj.gov.jm

We thank you for your expressions of interest, however, only short listed applicants will be contacted.

National Policy and Plan of Action on International Migration and Development

Policy Development Consultant TERMS OF REFERENCE

Introduction

The rationale for the development of the national policy on International Migration and Development is to ensure that migration serves the development needs of Jamaica according to Vision 2030 – National Development Plan. It is geared toward expanding and strengthening the current policy framework and to ensure institutional and inter-institutional policy coherence. The policy will provide the normative and operational framework, to harness the potential of migrants for development. The policy formulation process will be guided by the National Working Group on International Migration and Development (NWGIMD) which is comprised of technical level experts who are directly involved in migration and development matters. The NWGIMD has among its functions to oversee the policy development process and to monitor implementation of same.

The Policy Development Consultant will therefore work closely with the main stakeholders to develop the **National Policy and Plan of Action on International Migration and Development**.

1. Specific Responsibilities

The development of the policy and plan of action is a critical stage in the process, and the terms of reference for the consultant are outlined below. The consultant will have responsibility to ensure the formulation of the policy and plan of action, as well as to lead the policy development process and strategize to execute the following:

- A situational analysis of the current policy and development environment to enhance understanding of its dynamics;
- Timely consultation with all key stakeholders, including international experts assigned to the project on mainstreaming migration into development planning;
- Formulating and/or Synthesizing of sub-policies and action plans of the thematic sub-committees with a view to developing a comprehensive National Policy and Plan of Action;
- Formulation of the draft policy and plan of action on international migration; and
- Finalization of the draft policy and plan of action with key stakeholders.

2. Scope of Work:

The policy and plan of action formulation process is expected to include the following activities:

- Preparing an implementation plan for the consultancy;
- Undertaking a literature review on International migration and development;
- Compiling a comprehensive situational analysis report on migration and development for Jamaica to inform stakeholder consultations and ultimate policy formulation;
- Assessing policy and programmatic coherence and implications for migration and development as reflected in the national and sector development plans;
- Synthesizing secondary and primary data and information collected to address the objectives of the policy formulation exercise by the thematic sub-committees;
- Ensuring the thematic sub-committees execute their responsibilities as stipulated within agreed timelines;
- Formulating a draft national policy on International Migration and Development;
- Formulating a national strategic plan of action to implement the policy on International Migration and Development;
- Presentation of draft policy and plan of action documents to key stakeholders through meetings and workshops islandwide and elsewhere as may be appropriate;
- Incorporation of comments as necessary and finalisation of policy and plan of action documents accordingly; and
- Formulation of draft Cabinet submission and Ministry Paper on the Policy and Plan Action for submission.

3. Key Deliverables

The consultant is expected to prepare and submit the following deliverables:

- i. An Implementation Plan;
- ii. A comprehensive situational analysis on the policy environment surrounding international migration and development;
- iii. An analysis of policy and programmatic coherence and implications on International Migration and Development as reflected in the national and sector development plans
- iv. National Policy document;
- v. National Plan of Action; and
- vi. Draft Cabinet submission and Ministry Paper.

4. Key Qualification, Experience and Skills

The required key competencies are:

- Excellent oral and written communication skills, and the ability to advocate on issues;
- Excellent analytical and problem solving skills;
- Proven ability to plan, organize and manage multi-agency, multi-sectoral teams in both public and private sector;
- Ability to work on own initiative with sound judgement;
- Capacity to motivate others

Qualifications and Experience

The Consultancy Team should possess the following key professional staff qualifications and competencies:

- Post graduate qualification in the following areas:
 - Demography
 - Population and development
 - Social science specializing in public policy or other relevant field
 - Economics
 - Law
- Five (5) years related work experience in policy development;
- At least five (5) years of professional relevant experience, including knowledge and expertise in migration and development issues;
- Knowledge of the structure and operations of the public sector policy environment

5. Timing and Duration

The assignment is estimated to commence March 2012, to be completed within a period of eight months.

6. Reporting Arrangements

The consultant will report to the Director of the Social Policy and Planning Research Division under the guidance of the Project Manager of the Migration Project Policy Unit.

7. Payments

The consultant will be paid in phases upon completion and submission of key deliverables. The payment schedule will be as follows:

- 10% of the contract sum will be paid to the consultant upon submission of a satisfactory Implementation Plan;
- 10% of the contract sum to be paid upon submission and satisfactory completion of a comprehensive situational analysis report;
- 20% of the contract sum will be paid upon satisfactory completion of a comprehensive draft policy on international migration and development;
- 20% of the contract sum will be paid upon satisfactory completion of a comprehensive draft Strategic Plan Action Plan; and
- 40% of the contract sum will be paid upon satisfactory completion of the final International Migration and Development Policy and Plan of Action documents.