TERMS OF REFERENCE

Consultancy to conduct training on data management and protection for the Namibian Government officials and the provision of laptops to participants.

1. **Duty Station of the Consultancy:** IOM Namibia, Windhoek

2. **Duration of Consultancy:** 30 Working days excluding weekends, spaced up in 10 Months.

3. **Nature of the consultancy:**

The overall objective of the project is to enhance the Namibian Government's border-management systems and capacities to support compliance with international standards and, to the extent possible, interoperability with commonly used international platforms. This intervention aims to support the Ministry of Home Affairs, Safety and Security (MHAISS) to address challenges of border security threats and irregular migration through the provision of trainings on cybersecurity, data collection and protection and the provision of IT equipment.

Under the direct supervision of IOM Namibia Head of Office and in close coordination with the MHAISS and the Global Migration Data Analysis Centre the consultant or consulting institution will be responsible for training MHAISS officials on cybersecurity and data collection and as well as provision of laptops for the participants. The provision of laptops will enhance capacity of the participants to put into practice knowledge gained on the training on cybersecurity, data collection and protection.

Project Context and Scope:

Namibia shares its borders with five other countries and receives 93,888 immigrants yearly (Macrotrends, Namibia immigration statistics). The occurrence of irregular migration, drug trafficking and human trafficking requires interventions to strengthen existing border management systems. Notwithstanding its relative importance, migration data in Namibia lacks spatial and temporal coverage as it is sometimes incomplete and, in some cases, not easily accessible and interoperable, according to the National Migration Profile of 2015. Also, in ensuring that all ethical requirements are met to ensure safety in the use of the existing data in order to meet all existing data protection protocols, it is difficult for data to be impartial, confidential, and appropriate for analysis, reporting for informed decision making on migration. These observed issues with migration data within the context of Namibia can be partly attributed to the lack of appropriate infrastructure to collect effective data by state and non-state institutions that collect, collate, analyze, report and disseminate migration data in Namibia. This motivated the global calls to improve migration data made on numerous occasions in national, regional, and international fora. Improving data on migration is also a

fundamental commitment made under the 2018 Global Compact for Migration (GCM) Objective 1 and is included under Target 17.18 and other targets and indicators of the 2030 Sustainable Development Goals (SDGs). This project therefore aims to enhance the Namibian Government's border-management systems and capacities to support compliance with international standards and, to the extent possible, interoperability with commonly used international platforms.

4. **Tangible and measurable outputs of the work assignment:** *Deliverables:*

Under the direct supervision of the IOM Namibia Head of Office and in close coordination with the MHAISS and the Global Migration Data Analysis Centre the consultant will engage in the following tasks:

- Facilitate 5 training workshops on:
- Cyber Security & Ethical Hacking.
- Big Data Technologies;
- Cloud Security;
- System Analysis and Design; and
- Interoperability.
- Prepare and submit training reports.
- Supply IT equipment (laptops)
- Draft a final report detailing the lessons learned and the recommendations for the next steps or way forward **Performance indicators for the evaluation of results**

The following will form the basis of review of the consultant's performance:

a) Inception Report: The inception report should highlight how the project will be implemented. This will include a summary of the project, description of project approach and how the project will be implemented.
b) Provision of a training schedule and curriculum
c) Facilitate 5 trainings on cybersecurity, data collection and protection. Facilate an international recognized exam for these trainings.
d) Supply participants with IT equipment (laptops)
e) Final Project Report: The final report will contain all the lessons learnt from the training together with the recommendations from the training institution.

5. **Education, Experience and/or skills required**

Education

In the case of training institution or companies, the main consultant should have bachelor's degree with 5 years' experience in software development, information systems or information technology or project management or a Master's degree in ICT and related disciplines. A degree in other fields with professional experience in project management and or border control systems could be accepted in lieu of the academic background in ICT.

Experience

- At least 5 years of years' experience in developing software.

- Have implemented systems of similar size and structure in the last 5 years.

- Skills in document design (MS Word or Google Docs), databases maintenance and visual presentations (MS PowerPoint or other tools).

- Trainers should be internationally certified (MCT for Microsoft courses, CompTIA partner)

- CompTIA Certified Technical Trainer
- Virtual Machine ware partner Certified.
- ISO 27001 certified,

Other considerations for the training institution/company

- Practical Labs: Guided cloud hosted labs available for 6 months after training

6. **Travel required**

Training is expected to take place in Windhoek, facilitators will not be expected to travel, however traveling cost for the Namibian Government officials coming different regions will be covered by IOM. Consultation fee should include lab fees where the training will take place and as well as meals (tea and lunch) for participants. This should be included in the financial proposal to be submitted by the consultant/training institution/company and no additional cost will be borne by IOM.

7. **Competencies**

Values

- **Inclusion and respect for diversity**: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- **Integrity and transparency**: maintains 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 – behavioural 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 for 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.

8. **How to apply:**
Interested individual consultants are expected to submit the following:
a) Description of the candidate's relevant experience with similar type of assignments

b) Proposed approach and methodology including:

- Timeline and milestones
- Risk and mitigation measures
- Annex: Description of related work previously conducted by the consultant/training institution/company

c) Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the consultant and at least three (3) professional references.

d) Financial Proposal - The financial proposal shall specify an all-inclusive fee per day of work. The fee should include all the estimated costs related to service providing under this ToR. If not included in the ToR, IOM will not reimburse costs not directly related to the assignment. This ToR does not allow payment of off-hours, medical insurance, taxes, and sick leave.

All applications clearly indicating the position title in the subject line must be submitted on or before 07 September 2023 via e-mail to pretoriacvs@iom.int . Incomplete applications will not be considered. Please note that only shortlisted candidates will be contacted