



Department of International Refugee Law and Migration Law

Vacancy Notice

Consultant for the Specialization Programme on Protection Coordination (design update and moderation)

Location: home-based with missions to Sanremo and Geneva

Contractual modality: Individual Consultant

Deadline for applications: 11 February 2024

Application form: [click here](#)

Background

The **International Institute of Humanitarian Law** (*have hyperlink to the website*) is an independent, non-profit, humanitarian association **founded in 1970 in Sanremo, Italy**. The Institute organizes training courses in the fields of international humanitarian law, human rights, refugee law and related issues and promotes dialogue by organizing international conferences, meetings and seminars of high-level government officials, scholars and practitioners.

The mission of the Department of International Refugee Law and Migration Law (*have hyperlink to the website*) is to enhance the knowledge and skills of government officials, international organizations, civil society representatives, and academics involved in working with individuals in need of protection, including refugees, internally displaced persons (IDPs), stateless individuals, and migrants. Through its capacity-building initiatives and the exchange of experiences, the Department advocates for the preservation of human rights, thus complementing and augmenting the efforts of various stakeholders in the field of protection.

The Institute enjoys a consultative status at ECOSOC, a participatory status at the Council of Europe and holds observer status at the United Nations High Commissioner for Refugees (UNHCR) ExCom, and with the International Organization for Migration.

The Department and the Global Protection Cluster (hereafter “GPC) cooperate in the implementation of the Specialisation Programme on Protection Coordination since June 2021, when the 1st pilot Course was launched. The Specialisation Programme on Protection Coordination is an inter-agency blended learning programme for coordinators, co-coordinators and local actors from UN agencies to government counterparts and NGO partners in field operations. It is specifically designed and developed to strengthen the skills needed for effective coordination and to encourage collaboration between all Areas of Responsibilities (AoRs).

The Programme aims at:

- explaining what Humanitarian Coordination is, its relevance for different actors, and what the roles and responsibilities of the actors involved in the different coordination and co-ordination roles are.
- illustrating the concept of centrality of protection as well as the core competencies for various sectors of the humanitarian response.
- equipping participants with soft skills in a variety of areas, including but not limited to protection analysis, advocacy, negotiation and communication.



Role and functions

The Department is engaging a professional for the moderation of the French course of the Specialization Programme on Protection Coordination (SPPC), which will be implemented online between March and June 2024 (dates to be confirmed), with an average of one session per week for a total of 12 weeks.

More specifically, the Consultant is expected to:

- Review and update the course material and instructional design;
- Act as lead moderator for the sessions of the French Course (online), which revolve around soft skills needed for effective protection coordination, such as: negotiation, advocacy, developing an effective strategy, leadership and coordination, etc.;
- Deliver 2-3 sessions of the French Course (online).

Under the supervision of the SPPC Coordinator, the Consultant is expected to:

- Coordinate with key partners and stakeholders to plan the implementation of the French Online Course;
- Review and improve the course materials, and the instructional design of sessions;
- Coordinate internally with the Associate Coordinator to ensure the effective implementation of the Course;
- Moderate the online sessions of the French Online Course;
- Facilitate 2/3 sessions of the French Online Course;
- Carry out other tasks relevant to the Programme.

Required qualifications and experience

Required:

- Advanced university degree (Master's degree or equivalent degree) in international affairs, law, social sciences or related area is required;
- At least 5+ years of experience in course materials development and instructional design for governments, INGOs, NGOs and forcibly displaced persons.
- Experience in strategic engagement with donors, partners, United Nations agencies and Governments;
- Excellent relationship management and communication skills;
- Ability to work as a member of a team, with people of different cultural backgrounds.

Desirable:

- Experience in working with remote teams;
- Experience in reviewing and updating the course material and instructional design;
- Experience in developing capacity-building sessions;
- Experience in working with the United Nations or NGOs supporting refugees, IDPs, stateless persons and migrants.



Language and technical skills

Required:

Fluency in English and French (both oral and written);
Experienced user of online learning tools and platforms.

Desirable:

Fluency in other UN language;

How to apply and selection process:

Please submit your CV and the motivation letter through this [link](#).

Short-listed candidates will be invited to undertake a written assignment and/or an interview with a Selection Panel.

Please note that only short-listed candidates will be contacted.

The Department reserves the right to start interviewing applicants prior to the deadline.

Remuneration and contractual information:

If selected, you would be offered an individual consultancy contract from 1 March 2024 to 30 June 2024.

The envisaged starting date is as soon as possible.

You can perform the work remotely from any location except when you need to be available for online meetings or on-site in Sanremo or Geneva. Your performance will be measured based on the outputs and deliverables.

You will be expected to be available to perform the services for an average of 18 days per month during the contract duration. You will agree on the days with your supervisor.

A total amount of €3,500 (three thousand five hundred) including VAT, if applicable, in two installments paid respectively at the end of the months of March and June 2024.

The Institute is committed to diversity and inclusion within its workforce. All qualified candidates are encouraged to apply, irrespective of gender, nationality, religion, ethnic origin, sexual orientation, disability, pregnancy, age, or other status. Applications of persons with displacement backgrounds are particularly welcome.