

CONSULTANT (Monitoring & Evaluation and Reporting)

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Organizational Unit : **PROTECTION UNIT**
Duty Station : **COLOMBO**
Type of Appointment : **CONSULTANCY**
Estimated Start Date : **ASAP**
Closing Date : **24 May 2026**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to government and migrants.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#) . Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Project Context and Scope:

The consultant will support the effective implementation of all projects falling under the purview of the Protection Unit (PXU), which delivers programmes related to return and reintegration, counter trafficking, safe migration and other peace building related programming and require robust monitoring, documentation, reporting and evaluation to ensure accountability, learning, and results-based management.

Under the direct supervision of the Head of the Protection Unit, and in close coordination with relevant programme/support units, the consultant will be responsible for all aspects of monitoring, evaluation, documentation, and reporting of project activities. The role ensures that project performance, outputs, and outcomes are systematically tracked and assessed, and that reporting is accurate, timely, and fully compliant with IOM policies/guidelines, standards, and donor requirements.

The position covers support across the full project cycle, including the development of projects and implementation of monitoring and evaluation frameworks, data collection and analysis, consolidation of results, and preparation of quality internal and donor reports. The consultant will contribute to evidence-based decision-making, programme learning, and continuous improvement across interventions.

Scope of the Assignment / Core Functions & Responsibilities:

1. Undertake monitoring, reporting, documentation, and evaluation of project activities.
2. Actively contribute to the design and implementation of assessments, surveys, and operational research initiatives.
3. Coordinate data collection, compilation, and analysis for baseline studies, mid-term assessments, and final evaluations.
4. Lead the drafting of monthly, quarterly/interim, and final project reports and updates for donors and stakeholders. Prepare additional documentation relevant to the project, review partner reports, and maintain monitoring databases.
5. Support the development of concept notes/proposals and thematic documents aligned with project objectives.
6. Contribute to the design and refinement of robust monitoring and evaluation (M&E) frameworks, including the development and maintenance of project dashboards.
7. Plan and coordinate targeted monitoring and reporting exercises to ensure timely and accurate data capture.
8. Analyze findings from M&E activities and provide inputs for internal guidance on feedback mechanisms and accountability systems.
9. Track progress against project/programme/strategy indicators, including those outlined in the IOM Strategic Results Framework (SRF).
10. Identify and escalate data quality issues or compliance concerns to the Head of Unit, ensuring alignment with IOM, donor, and partner M&E requirements.
11. Stay informed of developments in IOM's Evaluation, Monitoring, and RBM (Results Based Monitoring) functions to ensure compliance with institutional strategies and reporting requirements, including SRF, IQ, PRIMA (Project Information and Management Application), and other planning tools. Contribute to IOM and UN data collection, coordination and reporting processes.
12. Contribute to relevant meetings, conferences and relevant UN thematic/working groups; maintain effective coordination with government authorities, UN agencies, NGOs, and other stakeholders.
13. Monitor the performance of project partners, report non-compliance issues to the Head of Unit, and initiate corrective actions as necessary.
14. Conduct regular field visits to districts to monitor project implementation and lead data collection efforts in line with established monitoring plans, tools, and risk assessment protocols.
15. Carry out other duties as may be assigned within the capacity of the incumbent.

Performance Indicators for Evaluation of Results

- Timely preparation and submission of high-quality internal and external/donor reports in line with agreed reporting schedules, IOM standards, and donor requirements.
- Accuracy, completeness, and consistency of data and narrative reporting, with minimal revisions required.
- Effective development, regular updating, and use of results tracking matrices aligned with project logframes, indicators, and targets.
- Maintenance of up-to-date dashboards and databases to track outputs, outcomes, and key performance indicators across PXU projects.
- Systematic collection, verification, and analysis of quantitative and qualitative data to support evidence-based decision-making.
- Compliance of monitoring and evaluation tools, methodologies, and reporting with IOM policies, data protection standards, and results-based management principles.
- Timely identification and flagging of implementation bottlenecks, risks, and deviations from plans, with practical, data-driven recommendations.
- Quality support to programme teams in integrating M&E findings into project planning, adaptive management, and donor communications.
- Effective coordination with programme, finance, and other relevant units to ensure coherence between activities, expenditures, and reported results.

Travel

The role involves frequent travel to project sites and undertaking these visits is a mandatory and integral component of this role/ position.

Required Qualifications and Experience

Education

- Master's Degree / University Degree in development studies, statistics, evaluation and/or any other relevant field from an [accredited academic institution](#) with minimum of 2 years of relevant professional experience.
- Proven/demonstrated experience in M&E and reporting alignment with donor's requirements.
- Experience in data collection/statistical analysis; undertaking evaluations and developing/maintaining dashboards. Strong consideration will be given to experience in handling field level data collection, analysis, monitoring and evaluation processes.
- Experience in compiling reports to donors and other stakeholders.
- Experience in liaising with various project stakeholders, including government interlocutors, UN agencies and civil society organizations;

Experience & Skills

- Ability to work independently and meet project timelines/timely delivery is considered crucial.
- Proven analytical and report-writing skills

Languages

Fluency in English and Sinhala/Tamil is required (oral and written)

Required 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 the ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – Behavioural indicators - */level 1*

- 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.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

How to apply:

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below **by 11.59 PM (Sri Lanka Time), Sunday 24th May 2026.**

[View the internal job posting](#) - **Internal Candidates**

[View the external job posting](#) - **External Candidates**

Only shortlisted candidates will be contacted.

Posting period: From 15.05.2026 to 24.05.2026

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process