

Roles and responsibilities between support units and programmes

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Each staff member must understand their role and responsibilities in the project. The following table shows the units that intervene throughout the project cycle. The roles of these staff need to be adapted and clarified by each IOM mission. The third column has been left blank intentionally in order to be completed by the mission.

Table 2: Example Roles and Responsibilities at IOM for a CBI programme

Developed by the IOM CBI Unit for the CBI Mission-level SOP Template		
Contributors	Roles and responsibilities	Name and contact
CBI Unit (if existing)	Ensure that every stage of the intervention adheres to CBI standard processes	
Thematic units⁸	Conduct assessments to identify the needs of the population and feasibility of CBI	
	Decide on modality, delivery mechanisms and draft project documents	
	Liaise with IOM Legal Unit for legal support and endorsement of agreements	
	Selection and verification of beneficiaries and communication	
	Prepare transfer of assistance	
	Liaise with Protection teams or actors as they may share information on GBV/CP/SEA risks, can support with referral pathways and can input on the assessment and monitoring aspects to identify if adverse effects occurred.	
Resource Management	Support CBI feasibility study	
	Support market assessment	

Contributors	Roles and responsibilities	Name and contact
	Manage procurement of service provider, including financial service providers (FSP)	
Project Development and Reporting	Provide support on the design of the result matrix to be included in the project proposal	
	Elaborate interim and final reports for donors	
Monitoring, Evaluation and Learning	Participate in the design of M&E tools, conduct data collection exercises, analyze data and reporting results	
Security	Collaborate with other units throughout the project cycle to identify and mitigate security risks for IOM staff and beneficiaries in the areas of intervention	

⁸ Thematic units include "programme" units that will vary depending on the mission (i.e., protection, shelter & NFI, WASH, CCCM, etc.). Thematic units can also be the type of programme (i.e., emergency response, transition and recovery, community stabilization, etc.).

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