

Handbooks and Manuals

PUBLICATIONS





Building the Capacity of Municipalities in Socioeconomic Inclusion of Vulnerable Migrants

2020/164 pages

English, Spanish

Available for PDF download

The manual is a training package consist of different modules and sessions around seven main thematic areas, which provides a base for capacity-building to train municipal staff involved in the management and delivery of social services for migrants. It contains an introduction on what the training consists of and how to structure the whole training course, as well as each training session grouped under the respective modules. It provides both the training content and the handouts for the trainees. Topics mainly revolve around the following: (a) understanding migration; (b) developing intercultural competencies; (c) interacting with migrants and the local community; (d) improving services management; (e) anti-discrimination; and (f) conflict management.



IOM Public Communication Campaign Toolkit

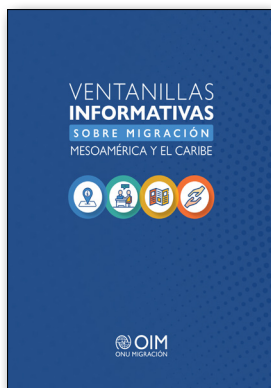
2020/88 pages

[English](#), [French](#), [Spanish](#)

Available for PDF download

IOM has a long-standing track record in delivering effective public communication campaigns to support migrants and migration processes. This practical and cross-cutting toolkit draws on the Organization's extensive experience and knowledge in this field, offering guidance and tools to strengthen the design, delivery and evaluation of migration communication campaigns. The guidance places strong emphasis on participatory and inclusive approaches to increase interaction with audiences and involve them throughout the campaign cycle.

The toolkit is designed to support IOM staff and other migration professionals responsible for public communication campaigns in complex settings who are, perhaps, new to this area of work. It provides a useful introduction to the many approaches to produce awareness-raising, behaviour change and information campaigns in migration contexts.



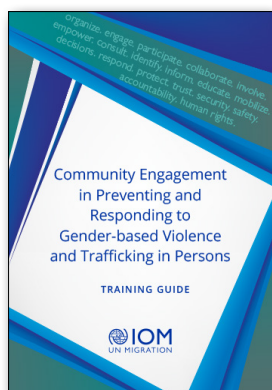
Ventanillas informativas sobre migración: Mesoamérica y el Caribe

2020/78 pages

Spanish

Available for [PDF download](#)

Este manual tiene el objetivo de ofrecer una guía de fácil acceso para la apertura, mantenimiento y fortalecimiento de Ventanillas Informativas sobre Migración, un modelo dirigido al personal de los gobiernos locales, instituciones y organizaciones que deseen tener centros informativos para la promoción de una migración regular, segura y ordenada.



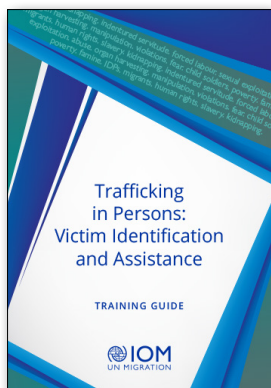
Community Engagement in Preventing and Responding to Gender-based Violence and Trafficking in Persons (Training Guide)

2020/60 pages

English

Available for [PDF download](#)

In an effort to strengthen the capacity of law enforcement agencies in Nigeria on gender-based violence and trafficking in persons, the International Organization for Migration in Nigeria previously developed two training guides for the Nigeria Police Force (NPF). As one of a three-part training package, this manual is based on a capacity assessment and consultation conducted with the NPF and Nigeria Security and Civil Defence Corps (NSCDC) in North-East Nigeria. This manual is practical and operationally oriented and is not designed as a series of lessons or academic treatise, but a practical “how to” guide that integrates and contextualizes training materials, resources, research and best practices developed by other agencies and experts to fit NPF and NSCDC needs in North-East Nigeria.



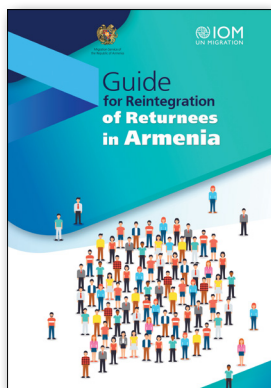
Trafficking in Persons: Victim Identification and Assistance (Training Guide)

2020/80 pages

English

Available for [PDF download](#)

The International Organization for Migration (IOM) in Nigeria produced two manuals on strengthening law enforcement response to gender-based violence and trafficking in persons in the current humanitarian situation in North-East Nigeria. The manuals were designed based on the recommendations from the training needs assessment conducted by IOM in North-East Nigeria. The two manuals integrate training materials and resources developed by other agencies and experts, provide recommendations from the assessment report and operationalize key guidelines, including those from the Inter-Agency Standing Committee.



Guide for Reintegration of Returnees in Armenia

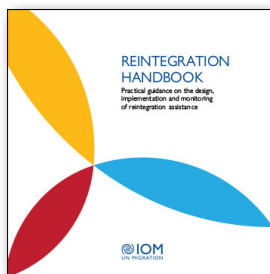
2020/51 pages

E-ISBN 978-92-9068-838-9

[English, Armenian](#)

Available for PDF download

The Guide describes the role and functions of State and non-State bodies in reintegration of returnees; covers the various issues related to reintegration such as citizenship, residence, return documents, entry to Armenia and registration; pensions and benefits; economic and social reintegration; employment and self-employment (entrepreneurship) services for returnees, vocational training services; training and re-qualification; education and language training; banking system and microcrediting; military service; customs and tax issues; and health and health insurance. In addition, the Guide includes useful addresses and contacts.



Reintegration Handbook - Practical guidance on the design, implementation and monitoring of reintegration assistance

2019/304 pages

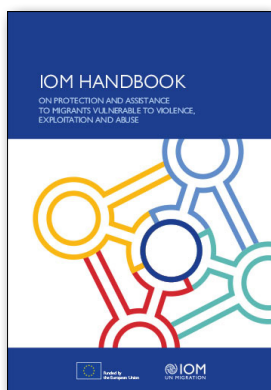
ISBN 978-92-9068-811-2

English, French, Spanish, Arabic

Available for PDF download

This Handbook aims to provide practical guidance on the design, implementation and monitoring of reintegration assistance for returnees. While reintegration is a process taking place in different return contexts (for example following spontaneous, forced or assisted voluntary returns, or internal displacement), the Handbook focuses on assistance provided to migrants unable or unwilling to remain in the host country.

The Handbook has been conceived as a hands-on tool, targeting the various stakeholders involved in the provision of reintegration-related support at different levels and at different stages: project developers, project managers and case managers but also policy makers and other reintegration practitioners. The Handbook is written on the basis that the goal of reintegration assistance is to foster sustainable reintegration, defined in the next section, for returnees and that this requires a whole-of-government approach, through the adoption of coordinated measures, policies, and practices between relevant stakeholders at the international, regional, national and local levels. Each module will specify which target audience it is aimed at.



IOM Handbook on Protection and Assistance to Migrants Vulnerable to Violence, Exploitation and Abuse

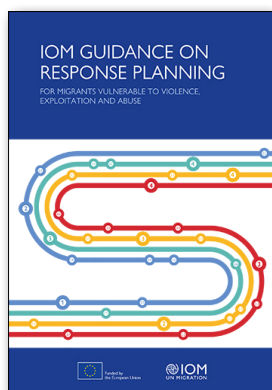
2019/298 pages

English

Available for [PDF download](#)

This handbook presents the determinants of migrant vulnerability (DOMV) model for analyzing and responding to migrant vulnerability. The DOMV model is specifically designed to address the protection and assistance needs of a specific subset of migrants: those who have experienced or are vulnerable to violence, exploitation, and abuse before, during or after the migration process.

The handbook further presents best practices and lessons learned in migrant protection and assistance, based on IOM's extensive experience in providing protection and assistance services to trafficked and other vulnerable migrants, and on the provision of return and reintegration services to migrants from around the globe. It also draws on IOM's extensive experience in structural or up-stream programming, including capacity-building for governments and technical guidance on the development and implementation of counter-trafficking, anti-smuggling, and migration management laws, policies, and programmes.



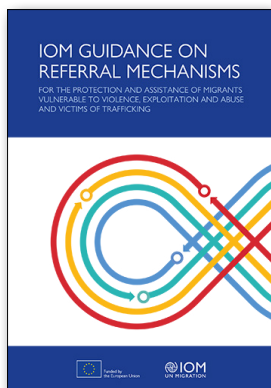
IOM Guidance on Response Planning For migrants vulnerable to violence, exploitation and abuse

2019/40 pages

English

Available for [PDF download](#)

The practical guidelines contained in this publication provide guidance on how to determine the need for a response to migrants in situations of vulnerability, and on how to plan for, finance, monitor and evaluating such response, accordingly. This publication should be considered as complementing the IOM Handbook. Protection and Assistance for Migrants Vulnerable to Violence, Exploitation and Abuse (hereafter the IOM Handbook).



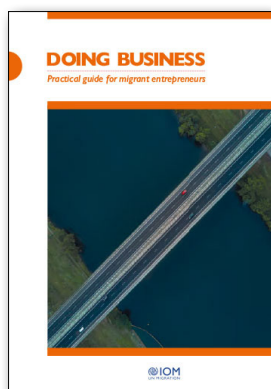
IOM Guidance on Referral Mechanisms

2019/298 pages

English

Available for [PDF download](#)

The practical guidelines contained in this publication provide guidance on how to develop and implement referral mechanisms for the protection and assistance of migrants vulnerable to violence, exploitation and abuse. The objective is to strengthen operational responses and thereby improve protection and assistance at the local, national and transnational levels. The publication should be considered as complementing the IOM Handbook. Protection and Assistance for Migrants Vulnerable to Violence, Exploitation and Abuse (hereafter the IOM Handbook).



Doing Business- Practical Guide for migrant entrepreneurs

2019/158 pages

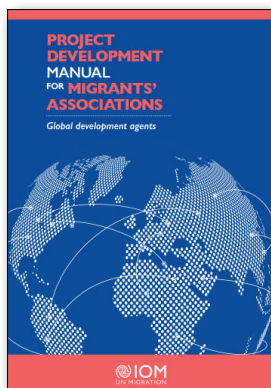
English, Italian

Available for [PDF download](#)

The handbook “Doing Business- Practical Guide for migrant entrepreneurs”, is a guide thought as a tool to offer basic principles to those who want to set up a business, in Italy or in their countries of origin. The handbook is the result of IOM activities in support of migrant entrepreneurship which aim at enhancing the benefits arising from the circulation of people and knowledge.

Such benefits are mirrored in an inclusive multicultural enterprise that leverages diversity as an opportunity for growth and to open up to new markets. The handbook presents theoretical lessons and practical examples to learn the basics of business management and it is structured as follows:

- Module 1- Introduction to entrepreneurship
- Module 2- Elements of marketing
- Module 3- How to develop a business plan
- Module 4- Access to credit



Project Development Manual for Migrants' Associations: Global Development Agents

2019/196 pages

ISBN 978-92-9068-795-5

E-ISBN 978-92-9068-796-2

[English](#), [Italian](#)

Available for PDF download

The “Project Development Manual for Migrants’ Association” systematizes the experience that IOM Italy has gained over the years in the organization of the A.MI.CO. – Migration Associations for Co-Development - training courses, developing a specific model explicitly tailored on the needs and specificities of migrants’ associations. The volume is a collection of theoretical knowledge and practical tools for the design and implementation of co-development projects aimed at building the capacities of the associations and support them in the process of becoming transnational development agents.

The manual is divided into the following modules:

- Module 1 – How to develop a project
- Module 2 – The budget: quantifying the project cost and managing the financial resources
- Module 3 – With whom should I join forces to achieve change? Building the partnership
- Module 4 – Implementing the project
- Module 5 – Communicating the project: why it is important and how you should proceed
- Module 6 – Evaluation: an opportunity for improvement



Training of Trainers Manual: International Organization for Migration and the Congregation of the Missionary Sisters of St Charles Borromeo (Scalabrinians)

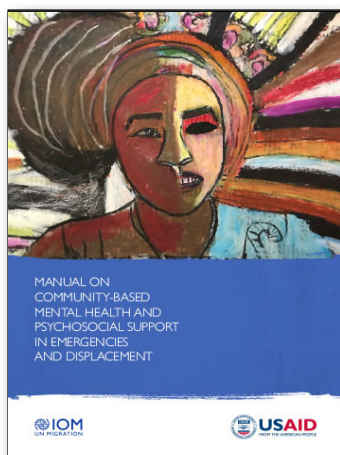
2019/89 pages

English

Available for [PDF download](#)

This manual for the Scalabrinian missionary trainers was prepared by the Coordination Office for the Mediterranean of IOM at the request of the Congregation of the Missionary Sisters of St Charles Borromeo, Scalabrinians.

The manual has two main objectives. Firstly, it aims to foster comprehensive understanding of international migration – of the different definitions or conceptualizations of the phenomenon, of the relevant legislative framework and the role of the different actors concerned, with a focus on the role of humanitarian workers in the protection of migrants in vulnerable situations. Secondly, it seeks to convey suggestions for trainers regarding the methodology and the skills necessary to successfully train other trainers.



Manual on Community-Based Mental Health and Psychosocial Support in Emergencies and Displacement

2019/495 pages

ISBN 978-92-9068-784-9

English

Available for [PDF download](#)

The Manual on Community-Based Mental Health and Psychosocial Support (MHPSS) in Emergencies and Displacement describes the process IOM MHPSS programme managers should follow to design and implement relevant programmes in the aftermath of an emergency and with displaced populations.

While designed for IOM MHPSS programmes, the manual was compiled with the support of 100 experts from various agencies, NGOs and academic centres and links to more than 200 tools, articles and technical websites. As such, the manual is meant to be a reference for MHPSS experts working in the field, beyond IOM programming.

To make full use of the linked resources it is better to download the manual and read it through a device with an active internet connection.

The manual is a living document. If you want to provide feedback, suggest examples and best practices or additional tools, you can register to be part of a feedback exercise, by emailing contactpss@iom.int.



The safety of your trip: Tips for Safe Migration

2019/28 pages

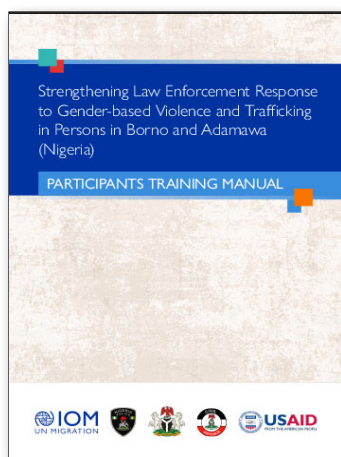
Armenia

Available for [PDF download](#)

While being in migration migrants may face problems, especially when in irregular situation or when they lack knowledge and information about their rights and responsibilities.

The guidance aims to promote awareness raising among Armenian labour migrants which will let the migrants make their migration project safe and will contribute to reducing risk of exploitation, trafficking and unfair labour practices.

The guidance is prepared within the framework of the IOM Armenia project “Strengthening Armenia’s labour migration management capacities towards enhanced protection of human rights of migrants and good governance” funded by the British Embassy in Yerevan.



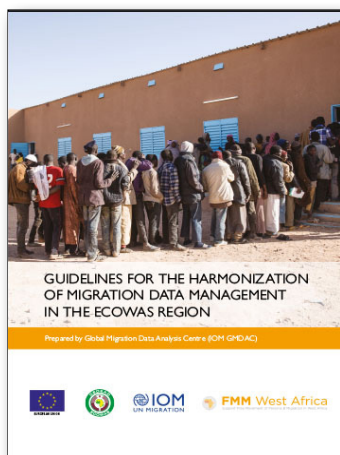
Strengthening Law Enforcement Response to Gender-Based Violence and Trafficking in Persons in Borno and Adamawa (Nigeria)

2018/98 pages

English

Available for [PDF download](#)

This Training Manual is part of the International Organization for Migration's (IOM) efforts to strengthen law enforcement response to gender-based violence and trafficking in persons in Borno and Adamawa states of Nigeria, with focus on the Nigeria Police Force (NPF) and Nigeria Security and Civil Defence Corps (NSCDC) personnel in the current humanitarian situation in the North-East Nigeria. The manual was designed based on the recommendations from the training needs assessment conducted by IOM in North-East Nigeria. It integrates training materials and resources developed by other agencies and experts, provides recommendations from the assessment report, operationalizes key guidelines including those from the Inter-Agency Standing Committee and is an accompanying resource for the training of trainers.



Guidelines for the Harmonization of Migration Data Management in the ECOWAS Region

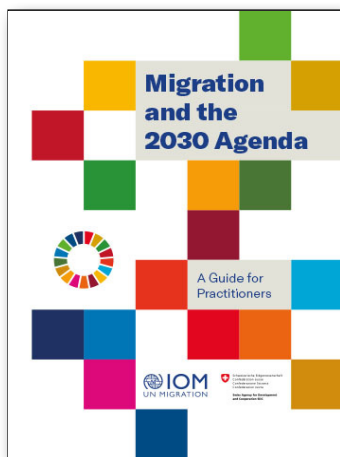
2018/68 pages

English

Available for [PDF download](#)

The Guidelines for the harmonization of migration data in the West Africa region is intended for different range of users of migration data, such as migration researchers, policymakers, as well as national and regional experts working on migration-related mandates. The Guidelines is established within existing regional and global legal frameworks (such as the Economic Community of West African States (ECOWAS) protocols, African Union conventions and the Sustainable Development Goals) and suggests creative ways of asking questions that will help to identify which types of data are needed and possible data sources for key population groups of interest to ECOWAS, including how to collect and analyse them. It builds on information captured during different ECOWAS and member States fora in order to propose means of exploiting migration data, while ensuring that they lead to evidence-based policies. It also highlights definitions of migration terms and concepts, as well as practical ways of disseminating and sharing migration data at the national and regional levels, including the use of migration profiles, migration data briefings, as well as other online channels. Finally, it presents a two-year action plan for the collection and analysis of migration data for ECOWAS and its member States.

The document is produced within the jointly funded European Union–ECOWAS project, Support to Free Movement of Persons and Migration in West Africa (FMM West Africa).



Migration and the 2030 Agenda: A Guide for Practitioners

2018/156 pages

ISBN 978-9968-542-71-5

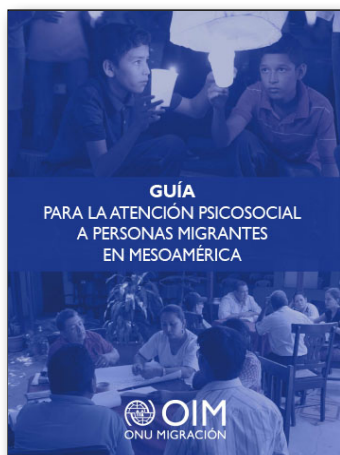
[English](#), [French](#), [Spanish](#)

[Available for PDF download](#)

This guide is designed to serve government actors, both national and local, involved in any process of Sustainable Development Goal implementation, including those working specifically in migration, and those working in other sectors who are interested in integrating migration. It is also for government actors working in the migration field who wish to integrate the SDGs into their work.

For actors with experience in migration mainstreaming, this guide offers a new approach that is based on the 2030 Agenda. For those with no experience in migration mainstreaming, it offers an introduction on how migration and development are linked in the context of the SDGs, and how to take action around these connections.

It is accompanied by two complementary tools that help illustrate linkages between migration and the SDGs: (i) a comprehensive booklet which outlines the linkages between migration and each SDG and (ii) a poster which summarizes these linkages.



Guía para la Atención Psicosocial a Personas Migrantes en Mesoamérica

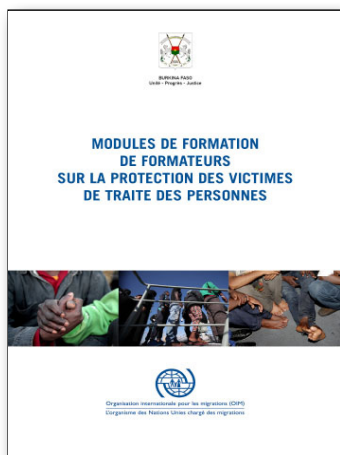
2018/194 pages

ISBN 978-9968-542-71-5

Spanish

Available for [PDF download](#)

La publicación es una guía práctica que contiene herramientas específicas de atención psicológica y psicosocial a migrantes en las diferentes etapas del proceso migratorio. También incluye actividades específicas de cuidado y asistencia a migrantes y autocuidado de personas que atienden a esta población. Destaca de este manual la posibilidad de replicar las actividades en diferentes contextos y según el perfil multidimensional de las personas migrantes en la región de Mesoamérica.



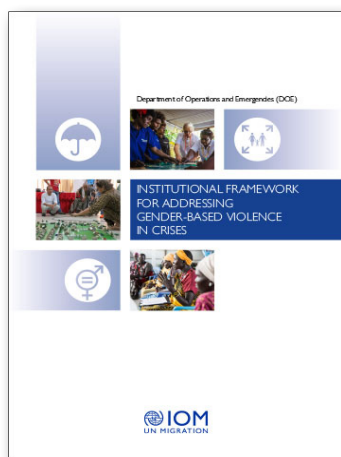
Modules de formation de formateurs sur la protection des victimes de traite des personnes

2018/248 pages

French

Available for [PDF download](#)

Dans le cadre de la mise en œuvre du projet intitulé : « Lutte contre la traite des êtres humains au Burkina Faso à travers le renforcement du cadre national et des capacités en identification des victimes et l'amélioration de la collecte des données » financé par le Département de l'Etat Américain, la Mission Pays de l'Organisation internationale pour les migrations au Burkina Faso a soutenu l'élaboration d'un manuel de formation sur la protection des victimes de traite des personnes. Celui-ci a été élaboré par une équipe mixte d'experts internationaux et nationaux, avec l'apport technique des Ministères de la Femme, de la Solidarité Nationale et de la Famille ; de la Sécurité ; de la Justice Droits humains et de la promotion civique ; et des Affaires Étrangères et de la coopération. Ce manuel est un document de référence pour tous ceux qui interviennent dans la protection des victimes de traite des personnes au Burkina Faso.



Institutional Framework for Addressing Gender-Based Violence in Crises

2018/40 pages

English

Available for [PDF download](#)

The key objective of the GBViC Framework is to ensure that the safety, dignity, well-being and equitable access to services for all crisis-affected persons, especially women and girls, is prioritized, integrated and coordinated across all IOM crisis operations. It articulates why and how IOM tackles GBV in crises and defines IOM's vision and scope through three institutional approaches:

1. Mitigating risks: by mitigating the risk of GBV in all crisis operations and doing no harm;
2. Supporting survivors: by facilitating access to survivor-centred, multisectoral services; and
3. Addressing the root causes: by contributing towards progressively transforming the conditions that perpetuate GBV.

The GBViC Framework provides the foundation for IOM staff to strengthen their engagement and contribution towards the collective efforts of the United Nations system, civil society and partners to address GBV in all crisis and fragility contexts. It contains the GBViC Operational Model, which outlines the three institutional approaches with corresponding outcomes and strategic interventions along all 15 sectors of assistance in the Migration Crisis Operational Framework (MCOF). Importantly, the Operational Model defines the essential, non-specialized interventions that are attainable by all IOM operations worldwide and that, at a minimum, must be implemented in all crisis operations.

HOW TO PURCHASE AN IOM PUBLICATION

IOM publications are sold through the online bookstore at
<http://publications.iom.int/bookstore>.

We accept payments through/by credit card, check and bank transfers
in three major currencies (CHF, EUR and USD).

For more information, please contact us at publications@iom.int.

If you cannot order online, please use this order form.

ORDER FORM

Book Title	Quantity	Unit Price (CHF/EUR/USD)	Total (CHF/EUR/USD)
Amount due <i>(excluding shipping costs and bank transfer fees)</i>			

Name:	
Address:	
Country:	City/Zip Code:
Tel. No.:	E-mail:



Please send order form to:

Publications Unit, International Organization for Migration
17 route des Morillons, P.O. Box 17, 1211 Geneva 19, Switzerland
Tel.: +41 22 717 9111 • Fax: +41 22 798 6150



JUNE 2020