



Request for Proposal (RfP)

The International Organization for Migration (IOM) is looking for a **qualified Consultant or a Consultancy Firm** to develop a “**Financial literacy training manual**” for Bangladeshi migrants and the communities as per below Terms of Reference (ToR):

1. Background/Context of the programme:

Financial illiteracy among migrants and the communities is a major challenge faced by many developing countries. Lack of financial education affects migrants’ financial well-being, hinders the benefits of migration and their migration goal. Educating migrants and communities about financial literacy will be a first step towards enhancing their understanding to plan/use their remittances/earnings productively and facilitating them to make informed financial decisions. The financial literacy training to migrants and remittance-receiving households will help them to strategize their financial management for short, medium and longer term financial and social investments not to create chronic dependencies on remittances, create greater income options to the households and/or have higher-end and strategic migration by investing in education and skills development. Impact evaluations of savings-focused financial literacy courses for migrant workers and their families suggest that after completion of these courses, participants were more likely to save, especially larger amounts of remittances and less likely to borrow than non-participants. Some of the evaluations of IOM’s financial literacy training course, particularly courses that include both migrants and their families lead to improved mutual understanding of saving and spending habits and to overall better financial management in the household, contributing to higher saving rates. The promotion of financial literacy among potential migrants, returnee migrants and household members receiving remittance income can be mutually beneficial for the migrants, financial service providers, and the country as a whole.

It can help poor people build assets, invest in income generation activities and create wealth. Having proper information of the needs of the potential, returnee migrants and household members receiving remittances as well as the communities can be also helpful to promote different types of financial services and products by various financial service providers. The importance of financial literacy training programme cannot be undermined as it is a life skill that will enable the migrants to implement their financial plans effectively.

Given the backdrop, IOM along with BRAC proposes to provide financial literacy training to the returnees and the communities in the 10 selected districts of Bangladesh. IOM will thus bring remittances-specific elements to the financial literacy training as well and help tailor these programs to the context of internal and international migration in Bangladesh. As a first step, a consultant will be hired to develop financial training manual, which will be used for the said trainings. The aim of this intervention is to develop a financial literacy training manual to be used by trained trainers at different level to improve knowledge and skills of the returnee migrants. their families and communities in different financial related aspects including remittance management, household income, budgeting, savings, best use of remittance and on available financial services, financial negotiations and also to help them for small business setup or to develop an enterprise.

2. IOM Project to which the Consultancy is contributing:

Bangladesh: Sustainable Reintegration and Improved Migration Governance (Prottasha), implemented by the International Organization for Migration (IOM) and funded by the European Union (EU). The overall objective of the project is to contribute to the sustainable reintegration of returnees and the progressive achievement of Goal 10.7 to facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed policies.

The specific objectives (SO) of the project are to ensure that;

**IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.**



IOM • OIM

International Organization for Migration

- **SO 1:** Irregular migrants returning to Bangladesh are sustainably reintegrated (Reintegration component)
- **SO2:** The capacities of the Government of Bangladesh and other migration actors are strengthened to manage migration at central and local levels and to ensure the reintegration of irregular migrants (Migration Governance component)
- **SO3:** Returning Migrants, aspirant migrants, families, communities, and local government and private sector actors, are empowered to make informed decisions about migration, and practice and promote safe, orderly and regular migration behaviours, including remittance management. (Component on awareness raising)

3. Objectives of the consultancy

The objective of the consultancy is to develop a user-friendly financial literacy training package addressing the specific needs of potential migrants, returnee migrants with their families and communities to provide Training of Trainers for the staffs of NGO partner on financial literacy.

4. Key Tasks of the Consultancy:

- To develop a standardized and tailored training package including reference materials on financial literacy with remittance specific programmes for key stakeholders (including government officials, implementing partners, civil society organizations). The training package should include a set of materials: trainers/facilitators manual, trainer's/facilitators guide, and PowerPoints presentations. The training manual and supporting course materials should contain interactive modules to guide the entire training for officials and non-government stakeholders on financial literacy and remittance management, not just in one location, but for use or adaptation by all relevant stakeholders across the country.
- Conduct a desk review of the existing financial literacy related documents, policy papers, national surveys, reports and manuals that have been produced in connection with financial literacy and remittances. Conduct a needs assessment of the target beneficiaries to find out about their Knowledge, Attitude, and Practices (KAP) with regards to financial management and financial literacy.
- Design a draft framework including methodology outlining step/ processes to develop a financial literacy manual for returnees and the communities including developing a business plan and setting up community-enterprises for productive investments.
- Undertake a stakeholder's consultation (GO, NGOs, UN organizations, INGOs, migrant's organization) to get inputs on the design and contents of the module.
- Develop a first draft of the training package and present it to IOM, the contents of the manual should be able to increase the knowledge and skills of the remittance receiving households to make an informed decision on the productive utilization of remittances including their personal finances.
- Field test the manual to ensure its use and relevance for the target beneficiaries i.e. returnees and communities in Bangladesh.
- Design and produce training agenda, and Conduct Training of Trainers (ToT) on financial literacy and remittance management for NGO partners so as to enable them to undertake effective training for the returnees and communities at the district level.
- Design and produce pre and post-training assessments/tests, post training evaluations forms and pre and post training and evaluation report after ToT.
- Finalize the training package incorporating feedback from the field test and TOT along with the language editing and translation of the document and submit it to IOM.

5. Methodology:

The consultant needs to provide a detailed methodology for the proposed activities. The following can be considered but not limited to:

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.



- A literature review of the materials.
- Conduct a needs assessment of the target audience, their characteristics, problems and the type of solutions they envisage for their financial illiteracy.
- Consultation with the stakeholders to finalize the content.
- Prepare training materials and pilot test at the field level.
- Provide four ToT to the staff of the partner NGO at different levels (headquarters, district, and Upazila) on financial literacy and remittance management manual developed.

6. Deliverables

The following are the expected deliverables;

1. Inception Report containing the final methodology, timeline and work plan
2. Desk review of relevant publications and manual, including existing financial literacy, remittance management training materials and on-going trainings, stakeholders, related laws, manuals, and other data information and documents.
3. Summary of needs assessment report of target beneficiaries including mapping of current financial education interventions.
4. Content finalization - agreeing on curriculum contents and manual development methodology by sharing with the relevant stakeholders, IOM, and BRAC.
5. Submission of the draft standardized ToT training package in English and Bangla which entails (facilitators guide, modules on financial literacy, presentations, audios handout materials / reference book for participants, etc)
6. Presenting the training package, incorporating all the comments from IOM and field testing to all the relevant stakeholders
7. Final financial literacy training package (both electronic and hard copy) in English or Bangla incorporating the feedback from IOM, IPs and government counterparts designed for returnee migrant and the household member receiving remittance, and the community to be submitted to IOM.
8. Conduct four ToT on financial literacy and remittance management training manual to the PNGO staff at different level.

The pre and post training session evaluation report along the TOT report.

7. Duration/ Timeline:

The total duration for this assignment is proposed to be approximately 4 months.

*The above is an indicative timeline. In the proposal, Consultants can modify/add according to their perspectives/reasons.

Deliverables	Timeline
Sign contract	By 31 October 2018
Submission of the Inception Report containing the final methodology and work plan	By 7 November 2017
Desk review of relevant publications and manual, including existing financial literacy, remittance management training materials and on-going trainings, stakeholders, related laws, manuals, and other data information and documents.	By 12 November 2018
Summary of needs assessment report of target beneficiaries including mapping of current financial education interventions	By 22 November 2018



Content finalization - agreeing on curriculum contents and manual development methodology by sharing with the relevant stakeholders, IOM, and BRAC.	By 07 December 2018
Submission of the draft of standardized ToT training package in English and Bangla which entails (facilitators guide, modules on financial literacy, presentations, audios handout materials / reference book for participants, etc)	By 15 December 2018
Presenting the training package, incorporating all the comments from IOM and field testing to all the relevant stakeholders	By 07 January 2019
Final financial literacy training package (both electronic and hard copy) in English or Bangla incorporating the feedback from IOM, IPs and government counterparts designed for returnee migrant and the household member receiving remittance, and the community to be submitted to IOM	By 20 January 2019
Conduct four ToT on financial literacy and remittance management training manual to the PNGO staff at different level.	By 20 February 2019
The pre and post training session evaluation report along the TOT report.	By 28 February 2019

8. Method of Application:

Interested Consultants are invited to submit documents stated below by **12 November 2018** through e-mail to faahmed@iom.int; mentioning the title of the **CFCV-02/2018/C-BD1: RfP for Consultancy for Financial literacy training manual** in the subject line. Please keep the attachment size under 5 MB. For any queries please write to DhakaPrattasha@iom.int and DhakaPL@iom.int

9. Required Documents:

Consultancy Firm/Individual consultant need to submit a technical and financial proposal.

Each Submission Must Include the Following:

- i. **Consultancy Firm/Consultant Profile:** A brief summary of the organization and CV of the expert including records on past experience in similar assignments and name of the references.
- ii. **Technical Proposal** with detailed methodology, tools and work plan along with samples of previous work;
- iii. **Financial Proposal** listing all costs associated with the assignment. In particular, the financial proposal should itemize the following:
 - a. Consultancy fees in local currency per day;
 - b. Variable costs inclusive of transportation costs (including to selected districts), printing of study tools; research team (if applicable); meeting/FGDs/KIIs costs

10. Professional and Related Experiences:

The proposed team from the consultancy firms or the consultants should have following competence.



IOM • OIM

International Organization for Migration

- Must be an expert who has completed a minimum Master's degree in Economics or related field with at least five years of relevant professional experience. Ph.D. is an added advantage;
- Sound knowledge and demonstrated capacity in designing the curriculums and manuals.
- Solid understanding of migration, remittance, a financial and social sector of Bangladesh.
- Demonstrated ability to draw lessons from relevant international, regional and national practices and processes;
- Excellent presentation, oral and written communication skills, and training skills;
- Proficiency in English and good analytical, drafting skills.
- Ability to deliver according to a specified timeline while maintaining the quality of the output.

The Proposal should be written in English.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORTLISTED CONSULTANTS/CONSULTANCY FIRMS WILL BE ASSESSED

ORGANIZATIONS WILL BE RESPONSIBLE FOR ANY TAX OR VAT ISSUES IF APPLICABLE.