The International Organization for Migration (IOM) is looking for a **qualified Consultant or a Consultancy Firm** to conduct a livelihoods assessment in areas highly affected by irregular migration and subsequently develop a guideline for establishing community business enterprises as per below Terms of Reference (ToR):

### 1. Background/Context of the programme:

International Organization for Migration (IOM) with financial support from European Union and partnership with BRAC is implementing a project titled “Bangladesh: Sustainable Reintegration and Improved Migration Governance – Prottasha”. This four-year project has three primary components i.e. reintegration of migrants, improving migration governance and awareness raising on safe migration. 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;

- **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. (Awareness raising component)

Under the reintegration component of Prottasha, returning migrants will receive immediate assistance support at the airport, psycho-social, social and economic support, at their home districts through the Reintegration Service Center (RSC), established under this project in ten selected districts\(^1\). For enhanced sustainable economic reintegration and increased livelihood opportunities, returning migrants, their families and communities will receive economic reintegration support which includes independent financial services support including debt mediation services, small business development, job placement as well as establishment of ten community business enterprises in selected areas. The enterprises, registered as Joint Stock Companies, with a beneficiary board of directors, will provide employment opportunities and an income source for participating returnees. Prior to establishment of the community enterprises, capacity building activities will be provided to the partner NGOs establishing and maintaining the community enterprises to ensure a strong understanding of the ethical basis and implementation methodology for the project.

Given the backdrop, for providing the sustainable individual economic reintegration support and for establishing the ten community business enterprise, a details livelihood assessment study will be conducted to identify the demand of current trades and businesses at ten selected districts and some selected upazilas within the ten districts. The study will also capture the following-

- various Corporate Social Responsibilities (CSR) opportunities,
- scope of small business opportunities in the project locations with the aim of establishing a durable reintegration of the returnees and their families
- detailed assessments with market analysis of potential products to be developed by communities

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\(^1\) Dhaka, Munsigunj,Narsingdi,Sylhet, Noakhali,Cumilla, Tangail, Sirajgonj, Shariatpur, Khulna

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✓ linking the analysis to the private sector and local market demands,
✓ identify the necessary market linkages in making community based economic centre profitable,
✓ identify the existing capacity of the local NGOs and partner NGO’s capacity on development and managing the community business enterprises.

Moreover, a guideline will be prepared on the development and management of these community business enterprises for the local NGO partners, returnee migrants and other stakeholders.

2. Objectives of the consultancy

The objective of the consultancy is to conduct a details livelihoods assessment in ten selected districts develop guideline for the development & maintenance of the ten community business enterprise in ten specific districts/areas for the local NGO partners, returning migrants, their communities and other stakeholders.

3. Scope of work for the Consultant:

In close consultation and coordination with IOM, the following are the key activities and deliverables expected from the Consultant/Consultancy Firm involved in conducting the livelihood assessment -

a) Review of related literature (Desk Review)

The Consultant/Consultancy Firm will review existing study report, documents, policy papers, national surveys, reports and manuals that have been produced in connection with livelihood assessment and community business enterprise as per the need of the assignment. The review may include:

- Research publications (published and unpublished) on livelihood assessment and community business enterprise
- Government and non-government organization’s reports and statistics related to rapid market analysis, of current trades and businesses at different locations (if any);
- Any other project/program experience on livelihood assessments and community business enterprise for the returnee migrants (if any);

The data gathered from the desk review will be used as a basis for the development of the research methodology and data collection tools.

b) Study design and Data Collection

To conduct the study, both primary and secondary data will need to be collected through project document review, work plan, in-depth interviews with key informants (government officials, NGO partners, business advisors, different business related private organizations and groups, community leaders, returnee migrants etc.); survey with community respondents (male and female); focus group discussions and on-site observation. For this part of data collection, the Consultant/Consultancy firm will be responsible for:

- Developing the study methodology, including determination of key informants, sample size and sample frame, data collection strategies and developing data collection tools
- Translating the data collection tools into Bangla, pre-testing and finalization
- Assigning the research team members for data collection and training them on the use of the tools and data collection methods and techniques.
- Monitoring of data collection and necessary field visit to study areas for service mapping and key informant interviews Data collection in the field by trained researchers and coordination of field work especially in case of key informant in-depth interviews, FGDs etc. ensuring the quality and reliability of information
c) Analysis of information and writing the study report

The Consultant/consultancy firm is responsible for collating, synthesizing and analyzing the data gathered; as well as the writing of the study report for IOM. The analysis will include both qualitative and quantitative findings. Therefore the Consultant/consultancy firm will be responsible for the following activities:

- Reviewing project matrix and reports, analyzing collected information- both quantitative and qualitative.
- Writing standard livelihood assessment study report in respect to the project indicators and other key findings as defined in the scope of the study.
- Report should also include field observation findings, including challenges, and best practices.

4. Key task for the Consultant
   a. For the livelihood assessment study :
      - Conduct detailed assessments, with market analysis of potential products to be developed by communities, linking the analysis to the private sector and local market demands.
      - Identify necessary market linkages in making community based economic centre profitable.
      - Conduct rapid market assessments to identify the demand of current trades and businesses at project locations, taking into account various CSR opportunities
      - Conduct assessments on the scope of small business opportunities in the project locations with the aim of establishing a durable reintegration of EU returnees
      - Identify the existing capacity of the local NGOs for managing community-based business unit; developing business plan of individual as well as for cooperative business.

   b) For the guideline development:
      - A literature review of the relevant documents
      - Conduct a needs assessment of the target beneficiaries/returnee migrants and the local NGO partners, communities to find out about their Knowledge, Attitude, and Practices (KAP) with regards to community business enterprise development
      - Undertake a stakeholders’ consultation (relevant GO, local business advisory group, Chambers of Commerce, different business organization at central, district and upazila level, partner NGOs, migrants’ organization) to get inputs on the design and contents of the guideline.
      - Identify existing capacity/best practices and find out the gaps of the local NGOs those who are working on this issue
      - Design a draft framework including methodology outlining step/ processes to develop a guideline for developing a business plan and setting up community-prises for productive investments.
      - Develop a first draft of the guideline and present it to IOM, the contents of the guideline should be able to provide a specific guidance for developing community business enterprise (in light of the livelihood assessment study report)
      - Collect feedbacks on the draft guideline from the field implementing partners and local NGOs
      - Finalize the guideline incorporating feedback from the field and IOM along with the language editing and translation of the document and submit it to IOM.
      - Conduct Training to local implementing partners (NGOs) and other stakeholders and beneficiaries on the guideline for developing their capacities for establishing the community business enterprise
      - Prepare training report after the training and submit it to IOM.
5. Deliverables

The following are the expected deliverables for the livelihood assessment study:

1. Submit inception Report containing the final methodology, and work plan
2. Detail market assessment report defining the scope of small business opportunity in the project location – both individual and community enterprise (First draft of the livelihood assessment report)
3. Final study report submission incorporating all the comments, feedbacks and inputs from IOM

The following deliverables for the guideline development:

1. Summary of the need assessment with the beneficiary and local implementing partners and stakeholders through consultations
2. Content finalization - agreeing on guideline contents by sharing with the relevant stakeholders, IOM, and BRAC and other NGO partners.
3. Submission of the draft guideline to IOM in English.
4. Submission of the final guideline by incorporating all the comments, feedbacks and inputs
5. Translate the final guideline into Bangla
6. Provide training based on the developed guideline to the local implementing partners and other stakeholders
7. Submission of the training report to IOM after completing all the trainings
8. Develop business plans for potential community enterprise (including value analysis) in the project location based on the guideline
   - Review & analysis the individual business plan for the returnee migrants and support the partner NGO staff to build capacity for developing the business plan for the returnee migrants.

5. Role of IOM

- Provide a consolidated payment to cover the cost of data collection and consultation fees as well as logistics cost for the training
- Provide available documents and information in relation to project and study
- Support in data collection in the field through involving the local implementing partner NGO, especially in reaching out to the respondents and beneficiaries.
- Support in contacting government and other relevant officials for key informant interviews.
- Review the submitted draft report and provide technical inputs.

6. Duration/ Timeline:

The total duration for this assignment is proposed to be approximately 6 months.
*The below is an indicative timeline. In the proposal, Consultants can modify/add according to their perspectives/ reasons.

<table>
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<tr>
<th>Deliverables</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Contract singing</td>
<td>By 07 December 2018</td>
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<tr>
<td>Submission of the Inception Report for the livelihood assessment containing the final methodology and work plan</td>
<td>By 15 December 2018</td>
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<tr>
<td>Desk review of relevant publications and other materials for both study and guideline development</td>
<td>By 20 December 2018</td>
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Data collection tools submission both Bangla and English | By 27 December 2018
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Data collection tools finalization, training for the data collectors and other preparation for data collection | By 07 January 2018
Data collection form ten selected districts and some upazilas within the ten districts | By 07 February 2019
Need assessment with the beneficiary and local implementing partners and other stakeholders through consultations for guideline development | By 07 February 2019
Data analysis and submission of the first draft report of the study | By 27 February 2019
Content finalization for the guideline development | By 27 February 2019
Submit the first draft of the guideline in English | By 15 March 2019
Finalization and submission of the livelihood assessment study report after incorporating all the comments and feedbacks of IOM | By 22 March 2019
Finalization of the guideline after incorporating all the comments and feedbacks and submitted to IOM both English and Bangla version | By 30 March 2019
Provide training to the PNGO and other NGO staff at local level | By 25 April 2019
Submission of the Training report to IOM | By 30 April 2019
Review & analysis the individual business plan for the returnee migrants and support the partner NGO staff to build capacity for developing the business plan for the returnee migrants | TBD

7. Method of Application:

Interested Consultants are invited to submit documents stated below by 23 November 2018 through e-mail to faahmed@iom.int; mentioning the title of the CFCV-03/2018/C-BD1: RfP for Consultancy for livelihood assessment study guideline in the subject line. Please keep the attachment size under 5 MB. For any queries please write to DhakaProttasha@iom.int and DhakaPL@iom.int

8. 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

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9. Professional and Related Experiences:

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

- 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 as well as conducting assessments/baseline particularly livelihood related.
- Solid understanding of migration, remittance, 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 Bangla 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.