Request for Proposal

Learning and adapting during the humanitarian response in Bangladesh

1. Introduction

Humanitarian access in complex crises is a highly political endeavor that evolves as organizational, political and operational dynamics interact and change over time. Understanding how such dynamics evolve is essential to learning and adapting to the environment and enabling the best possible provision of services to populations in need. IOM Bangladesh has identified a need for research into and documentation of the management of the humanitarian response for Rohingya in Bangladesh over time. This proposed project seeks to provide a historical and political context to how the international community has and continues to respond to the Rohingya crisis in Bangladesh. Starting from the initial influx of Rohingya in Bangladesh during 1978, the research needs to cover all the major events before digging deep into the current influx of 2017.

This research project aims to capture lessons for IOM from their management of the Rohingya crisis response over time (pre- and post the August 2017 influx) and lessons on how they have approached and managed the political and inter-agency challenges that have been faced. Further, the research report and briefings will also serve the broader humanitarian community operating in Bangladesh to understand how the situational and relational dynamics have evolved. For both IOM and the broader international humanitarian community at global, regional and national levels, this research will assist in the identification of opportunities and the improved understanding of risks. It is essential that future programming, funding and advocacy measures are based on a clear understanding of the operational realities faced by IOM and the broader humanitarian response, how these specificities have evolved and what opportunities there are, looking ahead.

This document provides structure to the scope and content of the proposed research and analysis, to enable decision-making on the process moving ahead and commission of the research project.

2. Objectives

Concisely document the Rohingya situation and humanitarian response and their evolution in Bangladesh since its inception, while retaining political sensitivity to serve the purpose of advocacy, awareness raising, resource mobilization, future programme design and further expansion of the existing knowledge base. Besides informing IOM’s work from national to global level, the audience of the report also includes external stakeholders e.g. international community, Government of Bangladesh, UN agencies and other humanitarian actors.
With this objective, IOM Bangladesh aims to recruit consultant/s to capture lessons learned in managing the humanitarian response in Bangladesh and to develop brief report titled “Learning and adapting during the humanitarian response in Bangladesh”.

### 3. Methodology:

The research project will include primary and secondary research to develop a historically accurate and politically astute narrative of the evolution of the humanitarian response in Bangladesh. The study will deploy primarily qualitative instruments designed based on the findings of secondary review.

### 4. Scope of work

- Develop methodology and workplan;
- Undertake desk research;
- Collect data based on research plan and data collection tools;
- Conduct in-country briefing and verification;
- Collect and present best images/pictures/infographics to visually illustrate the report;
- Finalize report based on the feedback received;
- Coordinate with external printing agency to prepare report for printing;
- Initial dissemination and advocacy (number and location to be specified at a later stage).

### 5. Deliverables

The consultant/s will work closely with IOM representatives to define, design and deliver all items in this scope of work. The final report is:

1. Inception report containing final methodology and workplan
2. Outline of the report (based on desk research)
3. Draft report for review and feedback
4. Collection of photos
5. Final report (envisioned to include the following which might change as the assignment progresses)
   - Executive summary
   - Introduction, scope and objectives
   - Background to the displacement crisis (*who is displaced and why*)
   - Current status of humanitarian response (*overview of 2018 operations, structures, key issues/ where we are*)
   - Historical overview of the humanitarian crisis (*an evolution of access from the 1990s until 2017/ how did we get here*)
   - Political and operational access constraints (*outline key political and operational factors influencing/ determining humanitarian access*)
   - Adaptations and response options (*how have IOM and other actors worked within these dynamics*)
   - Lessons learned
6. Presentation of the findings of the report
7. Short 3-4 page highlights/summary report
6. **Timeline:**
The duration of the assignment is approximately 3 months. The below timeline is only indicative and consultants are welcome to propose/modify the timeline in their proposal.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeline (Week)</th>
</tr>
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<tbody>
<tr>
<td>Conduct desk research</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
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<tr>
<td>project scoping and gathering background information.</td>
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<tr>
<td>Develop primary research methodology</td>
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<tr>
<td>identifying key stakeholders for interviews and drafting information requirements (understanding basic questions and information gaps).</td>
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<tr>
<td>Conduct primary research</td>
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<td>conduct interviews in Bangladesh with key stakeholders including IOM staff, government representatives, international humanitarian agencies, refugee representatives and members of civil society.</td>
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<tr>
<td>Conduct in-country briefing and verification</td>
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<td>conduct roundtable discussions with IOM to present preliminary findings, validate the research findings and agree on final report structure.</td>
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<tr>
<td>Collect and present best images/pictures/infographics to visually illustrate the report</td>
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<tr>
<td>Draft report</td>
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<td>Finalize Report</td>
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<td>Prepare presentation</td>
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<td>Coordinate with external printer</td>
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<td>Initial dissemination and advocacy</td>
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<td>in-country meetings with humanitarian actors to present the report</td>
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7. **Responsibilities:**

The consultant/s are responsible for providing all research outputs and briefings as agreed upon in consultation with senior IOM staff. The primary deliverable is a research report detailing the history and evolution of the humanitarian response to the displacement crisis in Bangladesh. The consultants are also responsible for delivering at least 1 briefing in-country to discuss preliminary findings with IOM and, if required by IOM, the consultants can provide 2-3 more in-country briefings to other stakeholders on the findings to create additional buy-in for the report, additional verification of findings and to create interest for the report when disseminated. The consultants are responsible for coordinating and communicating with IOM on all deliverables, bearing primary responsibility for all outputs and managing the project towards completion within the agreed timeframes.

IOM is responsible for providing overall project guidance and has authority over all products and sign-off on all content. IOM will be responsible for in-country logistics, assisting with stakeholder identification, as well as providing regular feedback, communication and input.
8. **Professional and Related Experiences:**
   - Coupled with strong academic background, the consultant must have experience in documenting, assessing and analyzing humanitarian crisis situation and associated emergency response.
   - Extensive knowledge about refugee issues including global policy framework; experience of working with the governments, international organizations and wide range of stakeholders.
   - Ability to document evolving nature of crisis from historical and political perspective while retaining the feasibility aspect of operational side and demonstrating sensitivity to the political side.
   - Ability to work under multi-tier supervision levels.
   - Familiarity with the Rohingya issue is an added advantage.
   - Excellent time management skills and ability to produce quality outputs as per agreed deadlines.

9. **Submission Package and Method of Applying:**

Each Submission Must Include the Following:

a. **Technical proposal:** Including understanding of the assignment, methodology, work plan, details of organization/consultants including experience and expertise

b. **Financial proposal:** an all-inclusive proposal with a breakdown of all costs considering the following:
   - Proposal must include professional fees, data collection fees, travel costs.
   - Costs associated with the briefing, dissemination and advocacy events will be borne by IOM.

c. **Sample Reports:** Two recent sample reports, of which at least one must be a on evaluation of crisis situations or related work concluded during the past 3-5 years.

Interested Consultants are invited to submit documents stated below by **Sunday, 7 October 2018**, through e-mail to: faahmed@iom.int; mentioning the CC/BD-14/016 in subject line. Please keep the attachment size under 5 MB.

For any queries please write to: dfaruque@iom.int and arkhan@iom.int