Request for Proposal (RfP) :
International Consultancy for Developing Module on Reintegration and Welfare Services for migrant
workers and their families

The International Organization for Migration (IOM) is looking for a qualified International Consultant to
develop a training module on "Reintegration Training package including Protection and Welfare Services for
migrant workers and their families" as per below Terms of Reference (ToR):

1. Background/Context of the programme:

Bangladesh has emerged as a major labour-sending country with around 1 million Bangladeshi workers
migrating in 2017, mostly concentrated in countries of the Middle East and North Africa. At the national level,
there have been efforts by Government of Bangladesh (GoB) and related stakeholders to strengthen migration
governance to protect the rights of migrant workers and promote their welfare. Among the efforts include
Government enacting the Overseas Employment and Migrants Act 2013 and Expatriates Welfare and Overseas
Employment Policy 2016.

In 1990, the GOB formed the "Wage Earners Welfare Fund" based on the Emigration Ordinance-1982, for the
overall welfare of expatriate workers and their families. The "Wage Earners Welfare Board" has been
established as a statutory body through the "Wage Earners Welfare Board Act, 2018", passed in Parliament in
July 2018.

According to the WEWB Act 2018, the scope of work of the WEWB consists of: implementation of projects
related to welfare of migrants; establishment of pre-departure centers to provide orientation; return and
socio-economic reintegration; legal and medical support to migrants in need; bringing back deceased
migrants; compensation and insurance for ill migrant workers; stipend for children of migrants inter alia.

Ensuring the welfare of migrants and sustainable reintegration of returnees in Bangladesh requires
interventions at individual, community and at the structural levels. The families and the communities of the
returning migrants and other relevant stakeholders need to be sensitized on the reintegration issues to create
enabling environment for returnees to reintegrate into the society. Capacitating pertinent government and
non-government actors to provide reintegration assistance to the returning migrants is also key for
establishing a sustainable mechanism for the reintegration of returning migrants. As a first step to that, these
actors need to be educated on the issues around and on the process of reintegration of returning migrants in
the context of Bangladesh. To enhance their understanding on the reintegration issues and on their roles in
that process this consultancy assignment is to develop a welfare training package including tailored
reintegration service delivery to build the capacity of the stakeholders and help returnees gain a dignified life
after return.

2. IOM Project to which the Consultancy is contributing:

Bangladesh: Sustainable Reintegration and Improved Migration Governance (Prottasha), project
implemented by the International Organization for Migration (IOM) and funded by the European Union (EU).
The 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 Prottasha project are to ensure that:

- **SO 1:** Irregular migrants returning to Bangladesh are sustainably reintegrated (Reintegration component)
- **SO2:** The capacities of the key stakeholders are strengthened to manage migration at central and local levels and to ensure reintegration of irregular migrants (Migration Governance component)
- **SO3:** The action will implement comprehensive behaviour change communication campaigns to improve awareness on safe migration processes, reintegration issues, orient community attitudes towards safe migration behaviours, and change aspirant migrant behaviours around using formal migration mechanisms. (Awareness raising component)

3. **Objective of the consultancy:**

In support of SO2 and SO3 the consultancy will develop a capacity building training and orientation package on reintegration, protection and welfare services for migrant workers and their families in Bangladesh.

**Key Tasks of the Consultancy:**

- Review relevant documentation related to welfare, protection and reintegration services for migrant workers including policies/strategies, institutional mechanisms, modules/manuals, and good practices (possible countries: Sri Lanka, Philippines, and Indonesia) for knowledge sharing and replication
- Design a practical methodology that collects data from key stakeholders such as the government and others.
- In-depth Interviews, Key informant interviews, and other participatory approaches may be included for the national consultant to carrying out the KAP and the TNA in Bangladesh
- Review the compiled report on findings of the KAP and TNA including actionable recommendations for tailored interventions.
- Draft a capacity building training package including module development with the view to strengthen protection and welfare services of migrant workers and their families with a key focus on sustainable reintegration (the training package should include, facilitators guide, modules, session plans for training, PowerPoint presentations, case studies, handouts materials for the beneficiaries).
- Field test the module and the session plans to ensure its use and relevance for the target beneficiaries in Bangladesh.
- Facilitate orientation session on Welfare services including reintegration issues for key stakeholders at national level. The findings of the assessment will also be shared at the orientation sessions to stimulate discussions around practical interventions or replication.
- Conduct 1 Training of Trainers (ToT) on reintegration for NGO partners so as to enable them to undertake effective training for the stakeholders and the community members for reintegration service delivery at the district level.
- Submit the final training package which includes, facilitators guide, modules, session plans for training, PowerPoint presentations, case studies, handouts materials for the beneficiaries and submit to IOM.
- Review a policy brief summarizing the findings of the study.

Note: The international consultant will be working in close coordination with a local consultant/service-provider based in Dhaka, Bangladesh, selected by the project to develop high-quality training module, conducting training of trainers (ToT), data collection for technical needs assessment.
4. **Methodology:**

The consultant/s need to detail out methodology for the proposed activities, however, the following can be considered:

1. **Primary Data Collection:** Data collected through Key informants’ interviews and other participatory approaches.
2. **Secondary Data Review:** Review of various documents including reports to delineate good practices of other labor-sending countries (at least two countries to be prioritized in coordination with the GoB and IOM).
3. All work submitted must be in line with the programme communication guidelines including IOM spelling list: 2013, IOM House Style Manual and IOM Brand Guidelines 2018. Consultants are encouraged to request for the guidelines before they start writing the report.

5. **Deliverables**

The following are the expected deliverables;

1. Inception Report containing final Methodology, Study Protocol and Workplan.
2. Review Needs Assessment Report prepared by the local consultant consisting of findings from the analysis and KAP of the target beneficiaries with actionable recommendations.
3. Review needs assessment report comprising of policies, practices and institutional mechanisms as well as modules for knowledge exchange and possible replication including recommendations.
4. Develop training package for ToTs including relevant materials for the orientation sessions. The training package includes facilitators guide, modules, session plans for training and orientation, PowerPoint presentations, case studies and handouts materials for the beneficiaries.
5. Submit the TOT report.

6. **Duration/Timeline:**

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

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

7. **Method of Application:**

The completed Proposal should be emailed and clearly marked: **CFCV-02/2019/C-BD1: Strengthening welfare services for migrant workers** to Dhaka Office by 9 April 2019 in the below address:

**Dhakajobs@iom.int**
Procurement Department
International Organization for Migration (IOM)
House 13/A, Road 136, Gulshan-1, Dhaka 1212
Phone: +880-2-55044811 – 13;

For any queries please write to: **DhakaPruttasha@iom.int** and **DhakaPL@iom.int**.
8. Required Documents:

Consultancy Firm/Individual consultant need to submit 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
   b. Variable costs inclusive of transportation costs, printing of study tools; research team (if applicable); meeting/FGDs/KIIs costs
   c. Costs associated with the orientation sessions (venue, food and others) held in Dhaka will be borne by IOM.

iv. One or two sample reports and training materials or links of recent work completed by the Consultant/Consultancy Firm.

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 minimum master’s degree in Social Sciences or related field with at least five years of relevant professional experience.
- Sound knowledge and demonstrated capacity in conducting assessments and scoping exercises and developing training packages.
- Solid understanding of migration sector.
- Demonstrated ability to draw lessons from relevant international, regional and national practices and processes;
- Excellent presentation, oral and written communication skills;
- Ability to deliver according to specified timeline while maintain quality of the output.
- The consultancy will be ideally conducted by an international consultant with prior experience in developing reintegration module and migrant-welfare services in line with IOM’s internal guidelines and relevant policy frameworks.

The Proposal should be written in English.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CONSULTANTS/CONSULTANCY FIRMS WILL BE ASSESSED

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