Call for proposals: baseline needs assessment for the Migrant Resource Centre interventions in Tajikistan

1. Background

The International Centre for Migration Policy Development (ICMPD), an international organisation with its headquarters in Vienna, Austria, is implementing the project entitled ‘Improving Migration Management in the Silk Routes Countries’. The project overall objective is to maximise the development potential of migration and mobility within the Silk Routes region and towards major labour receiving countries as well as to establish comprehensive national responses to migration and mobility with full respect to human rights and protection of migrants.

One of the project components is to establish Migrant Resource Centres (MRCs), aimed to provide accurate and timely information on safe and legal migration, referral and counselling, as well as raising awareness on irregular migration and the related serious risks.

1.1. Objectives for MRC in Tajikistan

The specific project objectives for Tajikistan is to improve migration governance and mobility through the establishment of a responsive, efficient and sustainable Migrant Resource Centre (MRC) in Dushanbe and reduce vulnerabilities and challenges faced by Tajik migrants in working and living abroad by providing them with adequate and reliable information and guidance on migration.

1.2. Set up of the MRC in Tajikistan

The MRC is to be established in existing facilities and managed jointly by the Ministry of Labour, Migration and Employment of Population of Tajikistan and ICMPD (MoLME). Under the supervision and guidance of the respective Ministry, the MRC can be set-up as a new Centre located in Dushanbe and can be integrated in one of the District Pre-Departure Centres of the State Migration Service once the project is over.

The setting up of the MRC in Tajikistan is in line with priorities of the Tajik Government to enhance its strategic migration framework for better legal protection of migrant workers and its efforts towards diversification of external labour migration. As part of this strategy, the Tajik government needs support in building capacity to increase knowledge base on the labour migration systems and procedures of other countries, such as the Gulf and to provide relevant pre-departure information, awareness raising and counselling to their population.

According to the World Bank, migration rate in the Republic of Tajikistan (RT) is 11.2% from the total population. Tajikistan is highly dependent on its external labour migration, mainly to Russia (over 90%).
Given the increasing number of migrant workers, Tajikistan is enhancing its laws, policies and institutional framework to respond to the challenges given by migration. The MoLMEP has set up 4 out of 10 Pre-departure centres all over the country to facilitate access by prospective migrants of pre-departure requirements such as processing of documents for overseas employment, training and pre-departure orientation briefings.

Despite these efforts, there remain some issues and problems as regards skills development, costs of recruitment and migration, frequent violation of employment contracts, harsh working conditions and exploitation in destination countries. Moreover, the current pandemic COVID19 outbreak might have an impact on migrants’ tendencies and their further need for repatriation, reintegration or seeking for different destinations (in particular seasonal workers from Russia). In consequence, it may determine the need to adapt the services and awareness on migration to correspond to new realities and alternative labour markets in the future, as well to assess the expected MRC deliverables.

The MRC in Dushanbe will have hence the role to support the development of a knowledge base on migration related issues relevant to migrants at all stages of migration and its changing trends, along with enhancing capacities of the stakeholders in raising awareness on migration and its risks and costs.

1.4. Target Groups

The main target groups are outgoing, intending, potential and returning migrants and their families. In addition, target groups include the national government authorities in Tajikistan, which have primary roles and responsibilities in implementing migration-related policies, programmes and services. The assessment will mainly focus on: a) intending/outgoing migrants and families/communities, and b) returning migrants (regular or irregular) and c) staff of existing pre-departure centres of the Migration Service. Target districts (4 districts covered by MRC - Dushanbe, Khujand, Bokhtar, Khorog) should be considered for assessment, based on these target groups.

2. Purpose of the assessment

In order to outline the needed capacities and actions to set up the MRC in Tajikistan, the purpose of the assessment will be the following:

1. **Evaluate and understand the information needed** on migration at community level and services provided by public and private actors to Tajik migrants at pre-departure, migration and post migration stages in order to better understand how to shape the MRC services (migrant’s preferences, current available modules, existing programs, counselling services, involved actors, recruitment methods, migrant profiling etc.) It is also requested to identify the gaps in the services provided by public and private actors for Tajik migrants.

2. **Identify the proper means and tools of diversification and standardisation of the migrant informing content and services** (access to information, relevant outreach communication means, related areas for raising awareness, gender-sensitive aspects to be targeted, applicability of modern modules for
trainings, vocational trainings, level of trust in the services and information provided, use of applications etc.)

3. **To serve as baseline for evaluation of the identified gaps and target needed capacity** building activities tailored to the staff of the stakeholders dealing with migration. That should also include the analysis of potential impact of COVID19 outbreak on Tajik migration flows and situation of migrants.

The **overall goal for ICMPD** for the needs assessment is to understand the need for information on migration for Tajik migrants, the tools and means on how the existing government structures can utilize the available resources to reach the migrants, and as well how the newly established MRC in Dushanbe can support this. Furthermore, the assessment will provide the basis for strategic interventions and activities of the MRCs, e.g. development of campaigns to reach the broader public, ascertaining community-specific demographics in order to develop context-specific, sustainable, and long-term activities that are driven by the needs of the communities. The assessment also serve as a baseline, while continual operational monitoring and research will enable effective measurement of the change, outcome or long-term impact of such interventions and activities.

### 3. Tasks

a) **Conduct desk review and analysis**, including review of the relevant and available materials and reports (both in English and in Tajik or Russian) on needs of migrants (target group) in Tajikistan and gaps that MRC could fill or activities that MRC can conduct and implement. The sources can be the project reports, annual reports, meeting/conference/activity reports, news articles, statistical data, survey and census reports, publications, brochures and pamphlets, and other knowledge products, of various stakeholders such as, but not limited to, local and national governments, civil society organisations, academic and research institutions, development agencies and international organisations, media, private sector and recruitment agencies. The report from the desk review and analysis (maximum of 20 pages) will be submitted to ICMPD within one month from the start of the contract. ICMPD will give its comments and recommendations within one week from the submission of the report.

b) **Prepare a detailed work plan and methodology** for the needs assessment, including methodological note, interview guidelines for the target group of migrants, Key information interviews (KII)s and focus group discussions (FGDs), and outline of the final report. The work plan and methodology (with a clear formulation of the research questions) should also include information on the covered areas/districts (at least 4 districts, as listed above) for the needs assessment, the suggested sample size, the profile of the targeted participants for the KII s and FGDs, and the proposed strategy for reaching out to the participants. The interview guidelines for KII s and FGDs may require Tajik/Russian versions. The detailed work plan and methodology (maximum of 30 pages) will be submitted to ICMPD within one month from the start of the contract. ICMPD will give its comments and recommendations within one week from the submission of the work plan. Comments should be considered and integrated to the final product (work plan and methodology).

c) **Conduct the needs assessment** with the following as minimum requirements and conducted across all the targeted/covered areas/districts:
• At least 20 KII with representatives from government of Tajikistan, international organisations and development partners, civil society groups, academia, research and training institutions, private sector, media and recruitment agencies. At least one third of these KIIIs should be conducted with the local stakeholders in the districts where the existing pre-departure centres of the State Migration Service are located.

• At least 5 FGDs with potential, intending, departing and returning migrants and their families, or with community based organisations.

• At least 40 semi-structured interviews with potential, intending, departing and returning migrants, equitably/proportionally distributed among the 4 districts that are covered in the needs assessment.

d) Prepare an interim report. This report will identify and present the key findings so far from the needs assessment at the time of the reporting, as well as help structure and strengthen the needs assessment further and address any challenges or shortcomings identified. Anonymised summaries from the KIIIs and FGDs (and if possible to include tables and illustrations) conducted to date shall be annexed to the report. The interim report (maximum of 50 pages, excluding the annexes) shall be provided by the end of the fourth month. ICMPD will give its comments and recommendations within two weeks from the submission of the work plan. There will be one round of revision/review from ICMPD for the interim report.

e) Prepare the first draft of the final report from the needs assessment based on the outline provided and include all related information such as the:

• methodology
• scope and limitation
• result of the desk review and analysis
• results from the KII and FGDs and other interviews or methodologies (with relevant tables, matrices or illustrations, if applicable)
• recommendations for MRC strategies, interventions, activities and work plan in response to the result of the needs assessment, detailed and specific as much as possible to the type, profile, location, destination, context and situation of the audience/participant/recipient (e.g. prospective, departing or returning migrants or families)
• other relevant information

The first draft of the final report shall be provided by the end of the sixth month. ICMPD will give its comments and recommendations within two weeks from the submission of the first draft, which will be incorporated in the final report to be submitted at the end of the fifth month. There will be a maximum of two rounds of revisions/reviews from ICMPD for the pre-final report.
Together with the final report, a separate document will be submitted (maximum of 10 pages) with concise, clear, practical and feasible outreach and awareness raising strategies and work plan for the MRCs in the selected areas, based on the results of the needs assessment.

f) The final report will also include a summary (maximum of 3 pages). All reports will be prepared in English with the proper lay-out, editing and proof-reading. The templates will be provided by ICMPD.

3.1. Expected Deliverables

The key deliverables are:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. A desk review and analysis on the assignment from relevant statistical data, strategies, policies, action plans, reports and publications generated by governments structures, international organizations, civil society organizations, and others</td>
<td>Within one month from start of the contract</td>
</tr>
<tr>
<td>b. Methodology for conducting the needs assessment and working plan for the assessment (interview guidelines for interviews with migrants, returnees, key informants and focus group discussions etc.), incorporating existing ICMPD methodology used for similar needs assessments in other projects.</td>
<td>Within one month from start of the contract</td>
</tr>
<tr>
<td>c. Needs assessment in the identified areas using the tools and methodology developed</td>
<td>Within 3 months from the start of the contract</td>
</tr>
<tr>
<td>d. Interim report with needs assessment in the identified areas using the tools and methodology developed with validation of findings.</td>
<td>At the end of 4 months from start of contract</td>
</tr>
<tr>
<td>e. A final report with the set of recommendations (including a summary and related attachments or annexes such as the questionnaires, guidelines for KII and FGDs, list of participants as may be allowed, graphs/tables/matrices, etc.)</td>
<td>6th month from start of contract</td>
</tr>
<tr>
<td>f. A summary of the final report.</td>
<td>At the end of 6th month from start of contract</td>
</tr>
</tbody>
</table>

5. Reporting

On a bi-weekly basis, the service provider shall report to the ICMPD Silk Routes project implementation team on administrative and content issues, updates, issues and challenges if available, and recommended actions to address them.
5.1. Reporting Requirements

All reports must match service provider’s quality standards. The text of the report should be illustrated, as appropriate, with maps, tables and the like. The service provider will submit the following reports in English.

6. Qualification of the service provider

The service provider (individual/company) will be responsible for the overall management of the assessment, the collection and analysis of data (notably conducting of interviews, focus group discussions with stakeholders etc.) and reporting. Technical proposals should include elements, which provide information about its qualifications and experiences such as CVs of the involved experts, and a detailed list of reference projects and similar assignments or work (as described below).

7. Duration and location

- The location of the service provider is flexible (preferably Dushanbe-based agencies), with travel required to some of the project activities. Should COVID19 outbreak impose any restrictions to travel or specific activities required for the assessment, the provider might consider alternative methods with prior consultation and further approval from ICMPD.

- Target timeframe: The duration of this assignment is 6 months: June 2020 - November 2020 with the workdays provided for to be distributed appropriately over this period.

8. Submission of offer

Tenders shall submit an offer containing the following:

1. Understanding of the assignment

This part should summarise the most important aspects of the evaluation as perceived by the tenderer.

2. Approach and methodology

a. In this part, the tenderer should explain the way in which it is proposed to perform the assessment. This entails a clear description of the methodology that the tenderer proposes to use, including a rough working plan explaining the way in which it is proposed to perform the assignment, in line with all relevant specifications of the call. It should include a description of the tasks, an indicative work schedule and of the resources that will be used to carry out the assessment. Tendered should include a detailed work plan explaining the:

- methods, processes and strategies in which the assignment will be conducted and implemented, including strategies in accessing and approaching targeted respondents and participants;
- districts selected (minimum of 4 districts) and the rationale behind the selection of these areas (considering the purposes of the assignment);
- provisional list of targeted participants for the KII and FGDs;
- recruitment and training of interviewers;
assessment of risks and mitigation strategies;
• quality assurance, including review and validation of primary and secondary data, questionnaire for KII, FGD and semi-structure surveys and interviews, etc.;
• detailed timeline, in line with all relevant specifications of the CfP; and
• other relevant information

3. CVs
This part must include the curriculum vitae of the expert/s who will actually perform the tasks of this assignment. In particular, it must be demonstrated that this person has the necessary skills to perform all tasks in line with the task specifications as well as the qualifications outlined in the call. In addition to the individual CVs, the organisation/company will also submit a maximum two-page narrative background information about the organisation/company. In particular, the tenderer must demonstrate the necessary skills and qualifications to perform the tasks.

4. Budget
The budget of this assignment should be cost effective and realistic. The budget shall not exceed 16,000 EUR inclusive of all expenditures and taxes. Proposals over the mentioned budget will not be considered. The financial offer form is annexed and should correspond to the request of quotations as described below.

5. Request for Quotations
The tenderer must fill in the Request for Quotation form (available below) with the offer. The form must be signed and dated.

9. Deadline and additional information
Persons interested in this assignment must submit an offer not later than 12 May 2020, close of business, to the following e-mail address: Roman.Makukha@icmpd.org.

Offers must be signed by the tenderer or his duly authorised representative.

The contract will be awarded according to the following criteria:
• Clarity and presentation of the proposal = 30%
• Proposed methodology (including rationale of costs) = 40%
• Qualifications and related experiences (related projects) of tenderer = 30%

The contract will be awarded to the most economically advantageous tender according to the “best quality-price ratio (90-10)”. Successful tenderer will be informed of the result on or before 31 May 2020. The needs assessment is expected to commence in June 2020. Tenderers will be informed by the 29 May 2020 whether their offer has been accepted or rejected.
REQUEST FOR QUOTATIONS

To:

Company name: 

Contact person: 

Address: 

e-mail: 

Telephone: 

Fax: 

Reference: Development of a needs assessment for MRC interventions in Tajikistan

Services to be procured: MRC Tajikistan Needs Assessment

Deadline for submission: 12 May 2020

ICMPD hereby invites you to submit your quotations for the following services as per conditions stipulated below and in the preceding Terms of Reference.

<table>
<thead>
<tr>
<th>Items</th>
<th>Price in EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human resources (experts, interviewers, writers, documenters, editors, proofreaders, interpreters, translators, etc.)</td>
<td></td>
</tr>
<tr>
<td>Travel (transportation, daily subsistence allowance, etc.)</td>
<td></td>
</tr>
<tr>
<td>Others (supplies, printing, lay-out, meeting venues and costs, etc.)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
**Conditions:** All prices should be inclusive of VAT and all other applicable taxes.

Please specify:

<table>
<thead>
<tr>
<th>Validity of quotation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Policy</td>
<td></td>
</tr>
<tr>
<td>Payments Conditions</td>
<td></td>
</tr>
<tr>
<td>General conditions</td>
<td>To be annexed if any</td>
</tr>
</tbody>
</table>

**Other comments**


**Vendor’s declaration:**

By submitting this offer the undersigned authorised representative confirms to be free of any conflicting interests and to adhere to ethical behaviour and anti-corruption practices.


__________________________
Signature/Name

__________________________
Position/Organisation

__________________________
Date
Submission of offers

The offer should be sent in English, signed by an authorised representative, dated and stamped. If sent by e-mail please scan the signed offer.

Submit your offer by returning the filled form to:

CONTACTS: Roman.Makukha@icmpd.org

If you have any further questions please e-mail: Roman.Makukha@icmpd.org