Migrant Resource Centres (MRCs) Bangladesh: Call for Proposals (CfP) – needs assessment on migration information in Bangladesh

1. Background

The project ‘Improving Migration Management’, implemented by the International Centre for Migration Policy Development and supported by the European Union, aims at maximising the development potential of migration and mobility within Bangladesh and towards major labour receiving countries. It also aims to establish comprehensive national and regional responses to migration and mobility with full respect of human rights and protection of migrants.

The project pursues a three tier approach: policy dialogue at senior level which shall ensure the commitment and support for the concrete activities and objectives, a Facility containing a demand driven mechanism responding to the short-term technical assistance needs as well as facility for implementation of larger-scale projects; and three Flagship Initiatives, focusing on the establishment of Migrant Resource Centres (MRCs), regional law enforcement cooperation (RELEC) and protection of migrants’ rights (MIGRAP).

The Migrant Resource Centres (MRCs) in Bangladesh follows the Government’s priorities to promote safe, regular and orderly migration, especially labour migration, prevent irregular migration, ensure migrants’ protection, and empower migrants/migrant workers and their families through raising awareness, educating the communities, and preparing prospective migrant workers on the living and working conditions abroad. The MRCs serve as information hub for matters relevant to migration, provide counselling and advice, and go to communities and educational institutes to raise awareness among Bangladeshis, especially the youth and their families. The MRCs furthermore link with existing government and non-governmental structures and guide people to the relevant services provided by the government and the civil society for outgoing and returning migrants.

The MRCs offer accurate information on the legal migration procedures and documentation required to outgoing, intending and potential migrants, access to services and protection mechanisms throughout the migration process, risks of irregular migration, human trafficking and migrant smuggling, as well as rights and responsibilities both in the origin and destination countries. The MRCs also play a role in helping migrants understand how they can become active contributors to the development of their home and host countries. Depending on the migrants’ specific needs, MRCs can also link with technical training institutes and language courses in Bangladesh as well as local and overseas job market and educational opportunities.
The two (2) MRCs are placed within the Bangladesh’s Ministry of Expatriates Welfare and Overseas Employment, particularly at the Dhaka and Cumilla offices of the District Employment and Manpower Office. As priority, they will cover five (5) districts: Dhaka, Narayanganz, Gazipur, Cumilla and Brahman-Baria.

The MRCs in Bangladesh are also supported by the State Secretariat for Migration of Switzerland.

2. Purpose
To ensure an effective, responsible and timely outreach to potential migrants, ICMPD would like to get a more in depth understanding of the needs for information on migration at community level as well as the tools and means on how rural and urban communities can be better reached. The aim of the needs assessment therefore is multi-fold:

1) **Identify the profile of Bangladeshis requiring information** on migration, including the most relevant districts and union levels, gender, age group, educational background and skills qualifications, push and pull factors, as well as needed information to capacitate them to make informed decision on migration (e.g. migration processes, labour market opportunities, employment requirements, costs of migration, government programmes and services, return and reintegration, remittances, migration and development, etc.)

2) **Identify the information needs of Bangladeshis**, according to different profiles identified, with regard to information and support needed at community level, during the various cycles of migration: pre-migration/pre-employment/pre-decision, pre-departure, while abroad and upon return.

3) **Identify the means and platforms** by which the interested population can be efficiently, responsibly and timely reached, specifically at the community level.

The primary purpose of the needs assessment is to understand the need for information on migration at community level as well as the tools and means on how rural and urban communities can be better reached. 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.

The assessment will mainly focus on: a) intending/outgoing migrants and families/communities, and b) returning migrants (regular or irregular). Target districts and unions (not limited to the six [6] districts covered by MRCs as mentioned above) should be identified based on these target groups.

Interested Bangladesh-based service providers are requested to reply to this Call for Proposals with a detailed and convincing proposal.
3. Tasks

a. Conduct desk review and analysis, including review of the relevant and available materials and reports (both in English and in Bangla or Bengali) on needs of prospective migrants in Bangladesh and gaps that MRCs could fill or activities that MRCs 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, questionnaires, guidelines for potential migrants/returnees, Key information interviews (KII) and focus group discussions (FGDs), and outline of the final report. The work plan and methodology should also include information on the covered areas/districts (at least 6 districts – half of which shall include the districts that are currently covered by the MRCs) for the needs assessment, the sample size, the profile of the targeted participants for the KII and FGDs, and the proposed strategy for reaching out to the participants. The questionnaires and guidelines for KIIs and FGDs may require a Bengali version, in addition to English. 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.

c. Conduct the needs assessment with the following as minimum requirements and conducted across all the targeted/covered areas/districts:
   - At least 30 KII with representatives from national and local governments of Bangladesh, international organisations and development partners, civil society groups, academia, research and training institutions, private sector, media and recruitment agencies. At least half of these KII should be conducted with the local stakeholders in the districts that are covered in the needs assessment.
   - At least 10 FGDs with potential, intending, departing and returning migrants and their families, or with community based organisations.
   - At least 60 semi-structured interviews/surveys with potential, intending, departing and returning migrants, equitably/proportionally distributed among the districts that are covered in the needs assessment.

The KII with select government agencies, international organisations and CSOs may be conducted jointly with a researcher from ICMPD, the details of which (schedule, methodology, reporting) will be discussed at the approval or signing of contract.
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, also include graphs, 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 third 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 includes 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 graphs, tables, matrices or illustrations)
   - 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 fourth 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.

The final report should not be more than 80 pages, excluding related attachments or annexes such as the questionnaires, guidelines for KIIIs and FGDs, list of participants as may be allowed, graphs/tables/matrices, etc.

f. 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.

g. 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.

4. Deliverables
The key deliverables are:

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<th>Deliverables</th>
<th>Timeline</th>
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<td><strong>a.</strong> A desk review and analysis on the assignment from relevant statistical data, policies, action plans, reports and publications generated by the national and local governments, international organisations, civil society organisations, and other relevant stakeholders.</td>
<td>Within one month from start of contract</td>
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<td><strong>b.</strong> Tools and methodology for conducting the needs assessment based on social science standards (interview guidelines for interviews with migrants, returnees, key informants and focus group discussions), incorporating existing ICMPD methodology used for similar needs assessments in other projects.</td>
<td>Within one month from start of contract</td>
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<td><strong>c.</strong> Needs assessment in the identified areas using the tools and methodology developed.</td>
<td>Within 3 months from start of contract</td>
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<td><strong>d.</strong> An interim report</td>
<td>At the end of 3rd month from start of contract</td>
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<td><strong>e.</strong> A pre-final and final needs assessment report (including a summary and related attachments or annexes such as the questionnaires, guidelines for KII, FGDs, list of participants as may be allowed, graphs, tables, matrices, etc.)</td>
<td>At the end of 4th and 5th month, respectively, from start of contract</td>
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<td><strong>f.</strong> A set of recommendations for strategic planning and workplan.</td>
<td>At the end of 5th month from start of contract</td>
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<td><strong>g.</strong> A summary of the final report.</td>
<td>At the end of 5th month from start of contract</td>
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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.

6. Qualifications
The service provider shall provide both a technical and a financial proposal (RFQ form is found at the last part of this Call) for the services described above. 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 (see details below).

7. Duration and location
The location of the individual/organisation/company can be anywhere in Bangladesh; however, preference will be given to those based in Dhaka, Bangladesh. The duration of this assignment is five (5) months.

8. Submission of offer
Tenders shall submit an offer containing the following:
a. **Understanding of the assignment** - This part should summarise the most important aspects of the assignment as perceived by the tenderer.

b. **Approach and methodology** - In this part, the tenderer should briefly explain the way in which he/she proposes to perform the tasks. This entails a detailed description of how he/she plans to conduct the work and any other element he/she considers as convincing. 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 and unions selected (minimum of 6 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

c. **CVs** - This part must include the curriculum vitae of the staff members and experts who will perform the assignment. 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.

d. **Previous experience** - Description of previous experience should include at the minimum the following information for each project: Project title, dates (start/end), covered areas (region, country, districts), overall contract value (portion carried out by the tenderer, if applicable), number of staff working on the project or activity, name of client, funding source/donor, and names of consortium members, if relevant.

e. **Budget** - The budget of this assignment should be cost effective and realistic. The budget shall not exceed 20,000 EUR inclusive of all expenditures and taxes. The financial offer form is annexed with the CfP.

f. **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/organisations/companies interested in this assignment must submit an offer not later than **31 March 2020** to the following e-mail address: golda.roma@icmpd.org and Subrata.Apu@icmpd.org.

Offers must be signed by the tenderer or his/her 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 23 April 2020. The needs assessment is expected to commence in May 2020.
REQUEST FOR QUOTATIONS

MRC Bangladesh: Needs Assessment

To:

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<th>Name (individual, company, organisation):</th>
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<tr>
<td>Contact person:</td>
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<td>Address:</td>
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<td>E-mail:</td>
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<td>Phone:</td>
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Reference: MRC Bangladesh, Call for Proposals – MRC needs assessment

Services to be procured: MRC Bangladesh – Needs Assessment

Deadline for submission: 31 March 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.

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

Please specify:

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<th>Validity of quotation</th>
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<tr>
<td>Cancellation policy</td>
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<td>Payments conditions</td>
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<tr>
<td>General conditions</td>
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<td>To be annexed if any</td>
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**Submission of offers:** The offer should be sent in English, signed by the authorised representative, dated and stamped. If sent by e-mail, please scan the signed offer. Submit your offer by returning the filled form together with your technical proposal to: golda.roma@icmpd.org and Subrata.Apu@icmpd.org.

**ICMPD**
- a. Ms. Golda Myra Roma, Project Manager
- b. Mr. Subrata Das Apu, Country Assistant for Bangladesh

**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

Date