1. Background

The project ‘Improving Migration Management in the Silk Routes Countries’ (Afghanistan, Bangladesh, Iran, Iraq and Pakistan) aims at maximising the development potential of migration and mobility within the Silk Routes region and towards major labour receiving countries. It also aims to establish comprehensive 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 Silk Routes 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 Centre (MRC) in Iraq** follows the Government’s response for the empowerment of the Iraqi people, in particular in raising awareness the dangers and consequences of irregular migration and the protection of migrant workers rights. The MRC staff answer questions on migration, go to communities and educational institutes to raise awareness among the Iraqi youth and families. The MRC furthermore links with existing government and non-governmental structures and guide people to the respective services provided by the government and the civil society for returning and outgoing migrants.

The Migrant Resource Centre offers accurate information on the risks of irregular migration, human trafficking and migrant smuggling, legal migration procedures and documentation required to outgoing, intending and potential migrants, how to stay safe during the migration process, as well as the rights and responsibilities that migrants have throughout the migration process. The MRC also plays a role in helping migrants to understand how they can become active contributors to the development of their countries of origin. Depending on the migrants’ specific needs, MRCs can also link with technical training institutes and language courses in Iraq as well as local job market opportunities.

The MRC is placed in Baghdad with the Ministry of Labour and Social Affairs and is underway to establish a migration hotline where people of all over the country can call toll-free and ask questions on migration as well as a website and Facebook page (www.mrciraq.iq – to be developed).

In view to ensure effective outreach to potential migrants for the start of implementation work of the MRC, 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 how rural and
urban communities can be better reached. The aim of the needs assessment therefore is multi-fold:

1) **Identify the profile of Iraqis requiring information** on migration, including most relevant governorates and districts, gender, age group and living area, and reason for migration, as well as what information they would require (e.g. risks of migration, human trafficking, migrant smuggling, legal migration, return, reintegration, remittances, etc.)

2) **Identify the needs of Iraqis**, according to different profiles identified, with regard to **information and support needed** at community level, including in terms of pre-departure, while abroad and upon return.

3) **Identify the means** by which the interested population can be reached, specifically at community level.

The assessment will mainly focus on; a) intending/outgoing migrants and families/communities b) returning migrants (regular or irregular). Target governorates / districts should be identified based on these target groups.

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

**2. Purpose**

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

Furthermore, the assessment will provide the basis for strategic interventions i.e. development of media campaigns to reach the broader public, ascertaining community-specific demographics in order to develop context-specific, sustainable, long-term activities that are driven by the needs of the communities.

This assessment can serve as a baseline, while continual operational research will enable effective measurement of any change or long-term impact during and post programming interventions.

**3. Tasks**

a) Conduct a desk review and analysis including relevant available statistical data, facts, reports, policies, action plans generated by the government, law enforcement agencies, international organisations and local authorities.

b) Develop tools and methodology for conducting the needs assessment based on social science standards (interview guidelines for KII and focus groups), incorporating existing ICMPD methodology used for similar needs assessments in other project countries.

c) Conduct needs assessment in the identified areas.

d) Produce an interim report and a final needs assessment report.

e) Provide recommendations for strategic planning.
4. Deliverables

The key deliverables are:

1. Conduct desk review in Arabic and English and analysis including review of the relevant and available material on needs of prospective migrants in Iraq and gaps that MRCs could fill. This desk research should also analyse the existing statistical data available from other government/ NGOs/ INGOs/ UN partners on this target group. Map the ongoing contributions of other government/ NGOs/ INGOs/ UN partners in the area of awareness raising on promoting safe migration and highlighting the dangers of irregular migration in order to identify possibilities to build partnerships. The report/findings for this activity (10 - 15 pages max) is due at the end of the first month. Integrate comments received from ICMPD to the report.

2. Prepare and submit to ICMPD a detailed research work plan and methodology for the research to be conducted, including research questions, guidelines for semi-structured interviews and focus group discussions, and methodology for analysis, by end of the first month of the assignment. The plan should include the final decision on governorates (minimum 6) to be covered based on discussions with ICMPD. Integrate comments received from ICMPD to the work plan, questionnaires and guidelines.

3. Conduct minimum approx. 30 semi-structured key informant interviews, approx. ten focus group discussions (with potential migrants/returnees and key informants), and approx. 60 semi-structured interviews with potential migrants/returnees across governorates and districts. (Target numbers may be shifted between focus group and semi-structured interviews according to approach proposed.) Key informant interviews should include one per governorates selected and focus group discussions and interviews should similarly be spread across multiple governorates and districts. Five or more group discussions should be conducted with key informants from provincial MoMD, MoLSA and MoI departments, police, civil society, and media. Anonymised interview and focus group discussion summaries (in English) shall be provided to ICMPD by the end of the project.

4. Prepare an interim report. This report shall identify key findings to date, as well as help structure and strengthen the second part of the research and address any challenges or shortcomings identified. The interim report shall also include a max three-page summary, outlining also issues and challenges encountered. Anonymised summaries of interviews or focus group discussions conducted to date shall be annexed to the report. The report shall be provided by the end of the third month.

5. Prepare a final report of 50 to 80 pages including both federal and governorate-specific analysis and recommendations with a 3-5 page executive summary also included. The report will be considered final after a thorough consultation with ICMPD and revision accordingly. The first draft of the final report shall be provided by the end of the fifth month.

6. Together with the final report, separate deliverable of max 10 pages with clear, practical and feasible outreach and awareness raising strategy for the MRCs in the selected areas, based on the research results.

5. Reporting lines

On a bi-weekly basis, the service provider will report to the ICMPD project team in charge of the overall supervision both in terms of administrative and content issues and who will provide input and comments on deliverables as needed.
6. Qualifications and Experience

The interested service provider should provide both, a technical and a financial proposal (RFQ form further below) for the services described above. Technical proposals shall be convincing and should include elements which provide information about your qualifications and experiences such as CVs of the involved experts, a detailed list of reference projects or alike (see details below).

7. Timing, duration and location

The location of the individual/ company is flexible (preference will be given to local Baghdad based).

At present, the duration of this assignment is six months.

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 assignment as perceived by the tenderer.

2/ 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 you plan to conduct the work and any other element you consider convincing. Offers should include a detailed work plan explaining the way in which he/she proposes to perform the assignment; governorates/districts selected (min. 6) and the reasoning behind the selection (considering the goals of the assignment); the methodology (following social science standards) proposed including approach for analysis phase; field access including strategy for accessing households/the target group; assessment of risks and mitigation strategies; recruitment and training of interviewers; quality assurance; detailed timeline; all in line with all relevant specifications of the CfP.

3/ CVs

This part must include the curriculum vitae of the staff members and experts who will actually perform the tasks of this assignment. In particular it must be demonstrated that they have the necessary skills to perform all tasks as well as the qualifications outlined above.

The expert/ company will also submit a one page (max 500 words) narrative background information about yourself and / or your institutes/ organisation.

4/ Previous experience

Description of previous experience should be include the following elements for each project:
Project title, dates (start/end), country, overall contract value, proportion carried out by submitting entity, no. of staff provided, name of client, origin of funding, names of consortium members, if relevant.

5/ Budget
The budget of this assignment should be cost effective and realistic. The budget shall not exceed 25,000 EUR. The financial offer form is annexed with the CFP.

6/ 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 no later than 16 March 2020, close of business, to the following e-mail address: hina.maqsood@icmpd.org and Hussein.Al-Barazanje@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
- Appropriateness of qualifications and related experiences (reference projects)
- Proposed methodology

The contract will be awarded to the most economically advantageous tender according to the "best quality-price ratio".

Tenderers will be informed by 27 March 2020 whether their offer has been accepted or rejected.
REQUEST FOR QUOTATIONS

MRC Iraq: Needs Assessment

To:

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<tr>
<th>Company name:</th>
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<tr>
<td>Contact person:</td>
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<td>Address:</td>
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Reference: MRC Iraq, Call for Proposals – MRC needs assessment

Services to be procured: MRC Iraq - Needs Assessment

Deadline for submission: 16 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.

<table>
<thead>
<tr>
<th>Type of service</th>
<th>Price in EUR</th>
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<tr>
<td>1. Conduct desk review and analysis including review of the relevant and available material on needs of prospective migrants in Iraq and gaps that MRCs could fill. This desk research should also analyse the existing statistical data available from other government/ NGOs/ INGOs/ UN partners on this target group. map the ongoing contributions of other government/ NGOs/ INGOs/ UN partners in the area of awareness raising on promoting safe migration and highlighting the dangers of irregular migration in order to identify possibilities to build partnerships. The report/findings for this activity (10 -15 pages max) is due at the end of the first month. Integrate comments received from ICMPD to the report.</td>
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3. Conduct minimum approx. 30 semi-structured key informant interviews, approx. ten focus group discussions, and approx. 60 semi-structured interviews with potential migrants/returnees, across min. 8-10 provinces. (Target numbers may be shifted between focus group and semi-structured interviews according to approach proposed.) Key informant interviews should include one per province selected and focus group discussions and interviews should similarly be spread across multiple provinces and regions. Five or more group discussions should be conducted with key informants from provincial MOMD and MOLSA departments, police, civil society, and media. Anonymised interview and focus group discussion summaries (in English) shall be provided to ICMPD by the end of the project.

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6. Together with the final report, separate deliverable of max 10 pages with clear, practical and feasible outreach and awareness raising strategy for the MRCs in the selected areas, based on the research results.

**Conditions**

*All prices should be VAT excluded and free of taxes*

**Please specify:**

<table>
<thead>
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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>
<td>To be annexed if any</td>
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**Other comments:**

**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 together with your technical proposal to: hina.maqsood@icmpd.org and Hussein.Al-Barazanje@icmpd.org

ICMPD
Ms. Hina Maqsood
Project Officer – MRCs
Islamabad, Pakistan
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

