Call for Expressions of Interest
Independent Midterm Evaluation
Application of Migration Policy for Decent Work of Migrant Workers

<table>
<thead>
<tr>
<th>Project Location</th>
<th>Dhaka, Bangladesh</th>
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<tbody>
<tr>
<td>Application deadline</td>
<td>Wednesday, 10 April, 2019</td>
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<tr>
<td>Type of contract</td>
<td>External Collaboration Contract</td>
</tr>
<tr>
<td>Post Level</td>
<td>National Evaluation Consultant</td>
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<tr>
<td>Languages required</td>
<td>Proficiency in written and spoken English</td>
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<td>Expected duration</td>
<td>16 working days</td>
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The ILO is seeking expressions of interest from qualified individual to be a National Evaluation Consultant who will work as a team with an International Consultant during the evaluation work in Bangladesh of “Application of Migration Policy for Decent Work of Migrant Workers” – the project has been funded by the Swiss Agency for Development and Cooperation (SDC).

For further details about the evaluation, please see below the ToR.

**Candidates intending to submit an expression of interest must supply the following information:**

1) A description of how the candidate’s skills, qualifications and experience are relevant to the required qualifications of this assignment.

2) A list of previous evaluations that are relevant to the context and subject matter of this assignment.

3) A statement confirming their availability to conduct this assignment and the daily professional fee expressed in Taka.

4) A copy of the candidate’s curriculum vitae (which must include information about the qualifications held by the candidate).

5) A statement confirming that the candidate has no previous involvement in the delivery of the “Application of Migration Policy for Decent Work of Migrant Workers” project in Bangladesh or a personal relationship with any ILO Officials who are engaged in the project.

6) The names of two referees who are able to be contacted.

The deadline to submit expression of interest for undertaking the evaluation is 4.30 pm on **Wednesday, 10 April, 2019**. Please send an e-mail with the subject header “Evaluation of the Application of Migration Policy for Decent Work of Migrant Workers Project,
1. Project Context and Background

Context

Despite Bangladesh’s continued progress in reducing poverty over the past years, more than 47 million Bangladeshis remain below the poverty line (World Bank). With its young and growing population (25 million new entrants to the labour force anticipated for 2011-2021) and severe climate change vulnerabilities\(^1\), Bangladesh risks losing the progress it has made on poverty reduction. Generating decent work in the domestic market is a major emphasis. In addition, a well-functioning labour migration system which supports high quality overseas employment for those who freely choose it, is an important part of Bangladesh’s strategy to achieve its objective of becoming a ‘middle income country with no one in poverty’. Bangladesh also uses international migration as a strategy to provide alternate sources for economic growth to mitigate the expected impacts of climate change, and therefore, recognizes importance of improving labour migration governance and management\(^2\).

International labour migration is a considerable reality of Bangladesh’s economy and labour force, with 12% or more of the labour force employed overseas and the gross remittance earnings equal to 7.87 percent of the GDP (Bangladesh Bank, 2015). Migrant worker households benefit from remittances, with better education outcomes and better access to health care, water, sanitation and nutrition (IOM, 2009). Successful migrant work can reduce poverty and improve livelihoods for individuals and their families. However, there remain many negative conditions that prevent individuals from fully realizing the potential benefits of labour migration. These include: low skill levels; limited awareness of and ability to exercise human and labour rights; high cost of labour migration; and limited support for productive re-entry into the Bangladeshi economy.
Despite the large number of migrant workers, the majority of those migrating overseas for work from Bangladesh are poor and have limited skills. They are vulnerable to exploitation by recruitment agents and middlemen, and face challenges in accumulating and remitting funds to significantly impact the well-being of their families. Bangladeshi workers experience some of the highest costs of migration, and yet are among the lowest paid, on average.

In order to address these challenges, Bangladesh’s government is fully committed to continuing to improve its management of labour migration as an integral part of its poverty elimination strategy. The challenge it faces is in lack of technical expertise and in resources to achieve major improvements.

**Project background**

The “Application of Migration Policy for Decent Work of Migrant Workers” project is a five year project (with the total approved budget of USD 7,549,417) that is funded by the Swiss Agency for Development and Cooperation (SDC) and is implemented by the ILO.

The project builds on the achievements of and lessons learnt from the previous ILO project on labour migration which supported Bangladesh to launch and accelerate three areas: policy frameworks; operational effectiveness; and social protection (2011-2015).

The project was initially planned to go through two implementation phases (splitting the budget equally): April 2016- March 2018 and April 2019- March 2021. Due to delays in implementation, the project agreement was amended to extend the first phase of the project to the end of December 2018. This no cost extension aims at enabling the ILO to complete all the planned activities for the first phase.

**Objectives and strategies of the project**

The objective of the project is that ‘men and women migrant workers will benefit from safe migration and decent work’ and contribute to the sustainable economic and social development of Bangladesh.

This development objective is achieved through the following two outcomes:

1. Men and women migrant workers are better protected through improved policy.
2. Public and private institutions contribute to safe migration and decent work for men and women migrants.

These two outcomes address the overall framework for labour migration including the institutions of labour migration; and the individuals affected by labour migration, providing technical assistance and support for sustainable operations by the responsible parties.

**Major outputs under each of these outcomes are:**
<table>
<thead>
<tr>
<th>Outcome 1. Men and women migrant workers are better protected through improved policy</th>
<th>Output 1.1. The Government of Bangladesh and stakeholders, including social partners and employment service providers, have the capacity to adopt and implement 5 new frameworks pertaining to labour migrants including an improved complaints mechanism; social security legislation; and support services for migrants.</th>
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<tbody>
<tr>
<td></td>
<td>Output 1.2. Bangladeshi officials are able to apply International Labour Standards principles and good practices in labour migration in MoUs and Bilateral Agreements</td>
</tr>
<tr>
<td>Outcome 2. Public and private institutions contribute to safe migration and decent work for men and women migrants</td>
<td>Output 2.1. The Government and stakeholders are able to develop and apply an integrated migrant worker information and management system (MWIMS) and implement a labour market information system.</td>
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<tr>
<td></td>
<td>Output 2.2. The government and employment service providers are able to improve the scope and quality of services for migrants in Bangladesh and in destination countries through evaluation of those services already established and creation of new services</td>
</tr>
<tr>
<td></td>
<td>Output 2.3. The government and stakeholders are able to deliver skills training, assessment and recognition relevant to labour migration</td>
</tr>
<tr>
<td></td>
<td>Output 2.4. The government and Recruitment Agents improve the quality of their client services for migrant workers.</td>
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</table>

This project mainly aims to work on building capacity of the relevant in-country government officials, labour wings in selected migrant recipient countries and manpower recruiting agencies and developing policies and frameworks to enable these actors to function well for better and protected migration. The project expects that enhanced capacity of the service providers and enabling policies and agreements will result in benefits for the migrants (leading to migrant workers’ reducing cost of migration and improve their rewards). Interventions include training, development of training materials, research, consultations, and use of services, advice and technical inputs to enable them to develop and implement legislation, policy and systems, develop organizational capacity. The project does not include replacement or duplication of any government service or function, and its aim is to ensure that the government is fully capable of maintaining and expanding any initiative it chooses to implement. The project is aimed at supporting the objectives of the government as they reflect those of the ILO, specifically, the Fair Agenda for Migration and the relevant International
Labour Standards and Recommendations. The project works closely with the ILO tripartite constituents (employers’ and workers’ organizations) and takes an open, participatory approach to developing and testing policies and strategies, particularly seeking to include migrant workers and their organizations in development and using the impact on migrant workers as the main measure of effectiveness.

The project links to ILO Programme & Budget (P&B), Decent Work Country Programme (DWCP) and Country Programme Outcome (CPO) of ILO. With regards to P&B, the project links to Outcome 9 of the P&B 2016-17: Promoting fair and effective labour migration policies: “Labour migration governance is strengthened to ensure decent work for migrant workers, meet labour market needs and foster inclusive economic growth and development.” The project addresses all three pillars of Bangladesh’s DWCP for 2012-2015 and supports CP Priority 1: Generating productive employment with improved sustainable enterprises and skills development (CP 1(2(3))) and CP Priority 3: Extending social protection to the workers and their families, including migrant workers (CP 3 (7(10)), (9(12))).

With regards to national development frameworks, the project aligns with the Vision 2021’s Goal Three for Bangladesh, “To become a poverty-free middle income country”, with specific objectives for building a skilled workforce (3.9) and to garner higher foreign exchange earnings from the export of skilled and semi-skilled labour (3.10). The project also addresses labour migration related priorities of the Perspective Plan of Bangladesh 2010-2021, the National Sustainable Development Strategy of Bangladesh (2010-2021) and the Seventh Five Year Plan (SFYP, 2015-2020).

The project is expected to assist Bangladesh’s efforts to meet the Sustainable Development Goals (2016-2030), most specifically to Goal 8 (Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, Targets 10.7 and 10.c) and 10 (Reduce inequality within and among countries, Target 10.8).

The project design includes gender equality, poverty and marginalization, and conflict sensitivity as crosscutting themes. Gender equality is reflected throughout the project design, and is also addressed in specific activities addressing women’s needs. The project has a dedicated Gender Focal Point and resources dedicated to outputs aimed at mainstreaming and women specific actions (7% of the project budget).

**Institutional arrangements**

A project steering committee (PSC) and project coordination committee (PCC) have been established as per the project document. While the PSC provides the strategic direction to the project, the PCC is responsible for facilitating efficiency and effectiveness of the project through coordination of operations and the fulfillment of commitments made in the annual work plan. Members of the PSC include SDC, representatives from key government ministries and organizations, employers and workers organizations, recruiting agent organization, and organizations representing migrant workers and their families. The PCC is led by DG of Bureau of Manpower Employment and Training (BMET) and it consists of a number of standing members (Ministry of Expatriates’ Welfare and Overseas Employment, BMET, Wage Earners’ Welfare Board and ILO) and implementing partners.
**Management arrangements**

The project is under responsibility of the ILO Country Office for Bangladesh (CO-Dhaka). The ILO Decent Work Technical Support Team for South Asia (DWT-New Delhi), the ILO Regional Office for Asia and the Pacific (ROAP) and the ILO Regional Office for Arab States (ROAS) are the collaborating units.

Technical backstopping of the project falls under the ILO Labour Migration Branch in Geneva.

The ILO project management team based in Dhaka is responsible for all the project operations. The team consists of a chief technical advisor (CTA), two national programme officers (gender and M&E), an admin and finance officer, a programme assistant and two drivers. The CTA reports to the Director of CO-Dhaka.

**Progress to date**

Despite delays in the effective full implementation of the project, the project team reports reasonable progress on implementation of activities, particularly activities under output 1.1, which contributed to approvals of important regulations (The Overseas Employment and Migration management Rules 2017, the Wage Earners Welfare Board Law 2018, an Action plan of the Expatriates’ Welfare and Overseas Employment Policy) to further strengthen and operationalize the legal and policy framework.

**Evaluality assessment**

In 2017 an evaluability assessment was conducted in accordance with the project document. Based on its suggestions, some indicators in the logframe and the baseline data at outputs level were revised.

2. **Purpose, Scope and Clients of the evaluation**

**Purpose:**

The mid-term evaluation aims to review and assess progress and achievements of the project against its planned objectives and outputs by using OECD/DAC evaluation criteria (relevance, effectiveness, efficiency, impact and sustainability) and recommend modifications for improvement. The evaluation will contribute towards organizational learning and promoting accountability to the ILO, national key stakeholders and the donor. The evaluation also aims at documenting lessons learnt and emerging good practices.

**Scope:**

The evaluation will cover the project as a whole from its inception until the end of December 2018; and all geographical coverage of the project in Bangladesh.

The evaluation will integrate gender dimension, disability inclusion and other non-discrimination issues as cross-cutting concerns throughout the methodology, deliverables, and final report of the evaluation. In terms of this evaluation, this implies involving both men and women in the consultation, evaluation analysis and evaluation team. Moreover, the evaluators should review data and information that is disaggregated by sex and gender and assess the relevance and effectiveness of gender related strategies and outcomes to improve lives of women and men. All this information should be accurately included in the inception report and final evaluation report.

The evaluation will give specific attention to how the intervention is relevant to the ILO’s programme and policy frameworks at the national and global levels, UNDAF and national sustainable
development strategy (or its equivalent) or other relevant national development frameworks, including any relevant sectoral policies and programme.

The evaluation shall also focus on exit strategy and sustainability.

Clients:

The clients and users of the independent evaluation include the ILO management at country, regional and Headquarters levels, the donor, ILO tripartite constituents, the partners of the project, PSC and PCC. The results of the midterm evaluation will also guide the project management in planning implementation of the second half of the project.

The evaluation will ensure that the issues and inputs from stakeholders/tripartite constituents are being adequately covered in the objectives of the evaluations.

3. Evaluation Criteria and Questions

The evaluation will use evaluation criteria (relevance and validity of design, effectiveness, efficiency, impact and sustainability) as the main evaluation criteria. The evaluation will address the following aspects of the project:

<table>
<thead>
<tr>
<th>RELEVANCE AND VALIDITY OF DESIGN</th>
<th>• How well does the project design (priorities, outcomes, outputs and activities) address the stakeholder needs that were identified?</th>
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<tbody>
<tr>
<td>• To what extent are the project design (priorities, outcomes, outputs and activities) and its underlying theory of change logical and coherent?</td>
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<td>• How responsive was the project design to national sustainable development plans for the SDGs?</td>
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<td>• Will the design need to be modified in the second half of the project?</td>
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<tr>
<td>• To what extent has the project contributed to the implementation of strategies and policy frameworks of the country, ILO and SDC?</td>
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<tr>
<td>• Within the context of ILO goal of gender equality, disability inclusion and other non-discrimination issues as well as national level policies in this regard, to what extent did the project design take into account: i. Specific gender equality and non-discrimination concerns relevant to the project context; ii. Concerns relating to inclusion of people with disabilities?</td>
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<tr>
<td>• To what extent did the problem analysis identify its differential impact on men and women and on other vulnerable groups (like people with disabilities)?</td>
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<tr>
<td>• How appropriate and useful are the indicators described in the project document/revised performance framework in assessing the project’s progress?</td>
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</table>
| EFFECTIVENESS | To what extent did the project design identify and integrate specific targets and indicators to capture:
  i. Gender equality and non-discrimination concerns?
  ii. Concerns regarding people with disabilities?

To what extent did the project strategies, within their overall scope, remain flexible and responsive to emerging concerns with regards to:
  i. Gender equality and non-discrimination?
  ii. Inclusion of people with disabilities?

What progress has the project made towards achieving its planned objectives? What are the reasons/factors behind that progress? What are the main constraints, problems and areas in need of further attention?

How and how well have stakeholders been involved in the implementation? How well the national ownership is ensured?

Are stakeholders satisfied with the quality of tools, technical advice, training and other activities, delivered by the project?

Within its overall objectives and strategies, what specific measures were taken by the project to address issues relating to:
  i. Gender equality and non-discrimination?
  ii. Inclusion of people with disabilities?

How effective were these measures in advancing gender equality and inclusion of people with disabilities within the context of project’s objectives?

EFFICIENCY | Have the resources (including technical expertise, staff, time, information) been used in an efficient manner?

To what extent were the intervention results monitored and achieved (or not) and what was their contribution (or not) towards:
  i. Gender equality and non-discrimination?
  ii. Inclusion of people with disabilities?

To what extent the project results contribute (or not) to the identified SDGs and related targets? Even if the relevant SDGs had not been identified in design, can a plausible contribution to the relevant SDGs and related targets be established?

To what extent have intervention results been monitored and reported in terms of their contribution to specific SDGs and targets (explicitly or implicitly)? To what extent did the project increased stakeholders’ awareness on SDG targets and indicators relevant to Decent Work Agenda? (explicitly or implicitly)
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<td></td>
<td>Has the project received adequate support from the relevant ILO units, the government and national partners?</td>
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<td></td>
<td>To what extent did the project leverage partnerships (with constituents, national institutions and other UN/development agencies) that enhance projects relevance and contribution to priority SDG targets and indicators? (explicitly and implicitly)</td>
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<td></td>
<td>To what extent did the project leverage partnerships other ILO projects in the region and with Global Programme - Migration and Development (GPMD), SDC, to build linkages?</td>
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<td></td>
<td>How well has the project management processes work in delivering project outputs and results?</td>
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<td></td>
<td>To what extent did the project budget factor in the cost of specific activities, outputs and outcomes to address:</td>
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<tr>
<td></td>
<td>i. Gender equality and non-discrimination</td>
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<tr>
<td></td>
<td>ii. Inclusion of people with disabilities?</td>
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<tr>
<td></td>
<td>To what extent did the project leverage resources (financial, partnerships, expertise) to promote:</td>
</tr>
<tr>
<td></td>
<td>i. Gender equality and non-discrimination</td>
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<td></td>
<td>ii. Inclusion of people with disabilities?</td>
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<tr>
<td><strong>SUSTAINABILITY</strong></td>
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<td></td>
<td>How effective and realistic is the exit strategy of the project?</td>
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<td>To what extent did the intervention advance strategic gender-related needs that can have a long term positive bearing on:</td>
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<tr>
<td></td>
<td>i. Gender parity within the world of work?</td>
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<td></td>
<td>ii. Inclusion of women and men with disabilities within the world of work?</td>
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<td></td>
<td>To which extent the results of the intervention likely to have a long term, sustainable positive contribution to the SDG and relevant targets? (explicitly or implicitly)</td>
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<tr>
<td><strong>IMPACT</strong></td>
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<td></td>
<td>What were the intervention’s long-term effects in terms of reducing/exacerbating</td>
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<tr>
<td></td>
<td>i. Gender inequalities and gender based discrimination?</td>
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<tr>
<td></td>
<td>ii. Inequalities and exclusion faced by people with disabilities?</td>
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<tr>
<td></td>
<td>To what extent did the project bring lasting changes in norms and policies that favour/promote:</td>
</tr>
<tr>
<td></td>
<td>i. Gender equality and non-discrimination</td>
</tr>
<tr>
<td></td>
<td>ii. Inclusion of people with disabilities?</td>
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<tr>
<td></td>
<td>Has the intervention made a difference to specific SDGs the project is linked to? If so, how has the intervention made a difference? (explicitly or implicitly)</td>
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</table>
The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed between the evaluation manager and the evaluator, and reflected in the inception report.

4. Methodology

ILO’s policy guidelines for evaluation (3rd edition, 2017) provides the basic framework. The evaluation will be carried out according to ILO standard policies and procedures, and comply with the United Nations Evaluation Group (UNEG) norms and standards and the OECD/DAC evaluation quality standards.

The proposed methodology includes:

- **Desk review** of relevant documents including the project document, work plans, project monitoring plans, progress reports, the evaluability assessment, government documents, meeting minutes, policy frameworks, DWCP, UNDAF, draft regulations or laws that relate to the influencing agenda aspects of the project, workshop and mission reports, and other documents/materials/publications that were produced through the project or by relevant stakeholders. To the extent possible, the evaluation team will make use of results of and information from the ongoing qualitative study (Jan-Feb 2019) on project progress, subject to the availability of its report. The evaluation team will review the documents before conducting interviews.

- **Interviews** (face-to-face/telephone/electronic as appropriate) with the Project team in Bangladesh, relevant officials of CO-Dhaka, key staff of other related ILO projects and ILO staff responsible for technical backstopping of the project in DWT-New Delhi and HQ. An indicative list of persons to interview will be prepared by the Project in consultation with the evaluation manager.

- **Field visits**: interviews/meetings with representatives of key stakeholders including tripartite constituents, the donor, implementing partners, direct beneficiaries and the Project Steering Committee, and a stakeholder workshop in Dhaka to present preliminary findings to key stakeholders upon completion of the field trips. An indicative list of persons and stakeholders to interview will be prepared by the Project in consultation with the evaluation manager. The evaluators may be invited to relevant meetings which may take place during their assignment. A detailed program for the evaluation mission will be prepared by the project in consultation with the evaluation manager and the evaluators.

The methodology should include examining the intervention’s Theory of Change, specifically in the light of logical connect between levels of results and their alignment with ILO’s strategic objectives and outcomes at the global and national levels, as well as with the relevant SDGs and related targets.

The methodology should include multiple methods, with analysis of both quantitative and qualitative data, and should be able to capture intervention’s contributions to the achievement of expected and unexpected outcomes.

The data and information should be collected, presented and analyzed with appropriate gender disaggregation. Gender concerns should be addressed in accordance with ILO Guidance note 4: “Considering gender in the monitoring and evaluation of projects”.

To the extent possible, the data collection, analysis and presentation should be responsive to and include issues relating to diversity and non-discrimination, including disability issues.

The methodology should clearly state the limitations of the chosen evaluation methods, including those related to representation of specific group of stakeholders. The detailed approach and methodology, including the work plan should be part of the inception report.
The methodology should ensure involvement of key stakeholders in the implementation as well as in the dissemination processes (e.g. stakeholder workshop, debriefing of project manager, etc.).

The evaluator may adapt the methodology, but any fundamental changes of the methodology should be agreed between the evaluation manager and the evaluation team, and reflected in the inception report.

5. Main deliverables
The evaluators will deliver the following main outputs:

- **Deliverable 1: Inception report**
  The evaluators will draft an inception report upon the review of the available documents and Skype briefings/initial discussions with the Project team, relevant ILO officials/specialists and donor. The inception report will include among other elements the evaluations questions, data collection methodologies and techniques and evaluation tools. The inception report will be prepared as per the EVAL Checklist 3: Writing the inception report, and approved by the evaluation manager.

- **Deliverable 2: Stakeholder workshop/presentation on preliminary findings of the evaluation**
  At the end of the evaluation mission to Bangladesh, the evaluation team will present preliminary findings of the evaluation at the stakeholders’ workshop. The project team will provide necessary administrative and logistic support to organize this stakeholder workshop.

- **Deliverable 3: Draft evaluation report**
  The draft evaluation report should be prepared in accordance with the EVAL Checklist 5: Preparing the Evaluation report which will be provided to the evaluators. The draft report will be improved by incorporating evaluation manager’s comments. Then the evaluation manager will circulate the draft report to key stakeholders including the project team, ILO officials concerned with this evaluation, the donor and national partners for comments.

- **Deliverable 4: Final evaluation report with evaluation summary (in a standard ILO format)**
  The evaluators will incorporate comments received from ILO and other key stakeholders into the final report. The report should be finalized in accordance with the EVAL Checklist 5: Preparing the Evaluation report.

The quality of the report will be assessed against the relevant EVAL Checklists.

The reports and all other outputs of the evaluation must be produced in English. All draft and final reports, including other supporting documents, analytical reports and raw data should be provided in electronic version compatible with WORD for windows. The report should not be more than 35 pages (excluding annex).

Ownership of the data from the evaluation rests jointly between ILO and ILO consultants. The copyrights of the evaluation report rests exclusively with the ILO. Use of the date for publication and other presentation can only be made with the agreement of ILO. Key stakeholders can make appropriate use of the evaluation report in line with the original purpose and with appropriate acknowledgement.

6. Management arrangements and work plan
The evaluation manager is responsible for the overall coordination and management of this evaluation. The manager of this evaluation is Ms. Lkhadvademberel Amgalan, National project
manager at the ILO Country Office for China and Mongolia. Ms. Pamornrat Pringsulaka, Regional Evaluation Officer at ILO Regional Office for Asia and the Pacific (ROAP) Bangkok will provide support and oversee the evaluation process and quality of the report. The final evaluation report will be approved by the ILO Evaluation Office.

As per the project document, SDC will be closely consulted and involved in managing this mid-term evaluation, i.e. drafting TORs, selecting consultants and providing inputs on the evaluation report.

The evaluation will be conducted by a team of two international and national consultants. The international consultant will lead the evaluation team and have final responsibility for above described deliverables. The national consultant (a national of Bangladesh) will support the team leader in conducting a participatory and inclusive evaluation. Specifically, the national consultant will be responsible for:

- collecting background information and preparing a summary in English as required;
- contributing to a desk review of relevant project and non-project documents;
- pro-actively provide relevant local knowledge and insights to the international consultant;
- taking part in the interviews with key stakeholders and assisting the international consultant in taking notes during interviews, and to write brief reports based on main observations and conclusions;
- contributing to the main report to be prepared by the international consultant (team leader).

The national consultant may be requested to write certain sections in the draft and final report as requested by the international consultant (team leader);

- participating in and jointly facilitating the stakeholders workshop; and
- providing interpretation during the evaluation mission as required.

Desired competencies of the evaluation consultants

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<th>National consultant (the evaluation team member):</th>
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<tr>
<td>• No previous involvement/engagement in the design and delivery of the Application of Migration Policy for Decent Work of Migrant Workers Project in Bangladesh;</td>
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<tr>
<td>• National of Bangladesh with experience in conducting evaluations;</td>
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<tr>
<td>• Knowledge of local context and of target areas where the project operates;</td>
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</table>
Knowledge of other related local programmes/projects, and of associated local institutions and government structures will be an asset;
Fluency in Bengali and English;

The international consultant will report to the evaluation manager. The national consultant will report to the international consultant (team leader) and the evaluation manager.

The project team will handle all contractual arrangements with the two evaluators and provide logistic and administrative support to the evaluation throughout the process. The project team will provide all the project and non-project documents to be reviewed and ensure they are up-to-date. The project team will also prepare an indicative list of stakeholders/partners/beneficiaries to be interviewed and detailed agenda of the evaluation mission.

Below are indicative inputs and tasks to be completed. Numbers of days foreseen for consultants in one task can be reallocated to another task where justified and in consultation with the evaluation manager.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Inputs (person days)</th>
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<tbody>
<tr>
<td>Desk review of project documentation; Skype briefing with evaluation manager and the project team; Prepare inception report.</td>
<td>6 days 4 days</td>
</tr>
<tr>
<td>Conduct field mission to Bangladesh, and interview meetings with the project team, specialists and other relevant ILO officials, tripartite constituents, donor, project partners and target groups; stakeholder workshop and debriefing meeting with CO-Dhaka; Skype interviews with relevant ILO officials from the following units: MIGRATION, CO-Delhi, ITC and ROAP.</td>
<td>8 days 8 days</td>
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7. Legal and ethical matters

The evaluation will comply with UN Norms and Standards and the UNEG Ethical Guidelines. The evaluators will abide by the EVAL’s Code of Conduct for carrying out the evaluations. The Code of Conduct for carrying out evaluations is attached to the TOR. The evaluators should not have any links to project management, or any other conflict of interest that would interfere with the independence of the evaluation.

8. Documents to attach to the TOR

1. A complete set of the project documents (updated) to be reviewed
2. Relevant non-project documents to be reviewed
3. All relevant ILO documents including the ILO evaluation guidelines and standard templates
   - Code of Conduct Form (to be completed by the evaluators) at [https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_649148.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_649148.pdf);
   - Checklist for Preparing the evaluation report;
   - Guidance Note on integrating gender equality in monitoring and evaluation of projects, and UNEG documents;
   - Guidance Note on Evaluation lessons learned and emerging good practices;