

Terms of Reference (ToR) for an External Collaboration (ExCol) Contract

RESOURCE PERSON TO SUPPORT MIGRATION PROJECT'S PARTNER ORGANIZATIONS IN VARIOUS ACTIVITIES

ADMINISTRATIVE INFORMATION

Project supporting the assignment:	Application of Migration Policy for Decent Work for Migrant Workers – Phase II
Duration:	Seven (7) months
Contact Person:	Tanjel Ahsan
Location:	Dhaka, Bangladesh
Expected starting date:	April 01, 2021
Duration of ExCol Contract	60 work days

1. BACKGROUND

International labour migration is a considerable reality of Bangladesh's economy and labour force, with 12% or more of the labour force employed overseas. 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 migration¹, and yet are among the lowest paid, on average. Based on the skills profile of the Bangladeshi workers migrating for employment in the last few years, of an average of 410,000 to 500,000 jobseekers from Bangladesh, 65% (or around 266,500 to 300,000) are classified with limited or low skills.

ILO has been providing technical cooperation using a phased approach towards addressing the most pressing challenges. The current project, '**Application of Migration Policy for Decent Work for Migrant Workers – Phase II**' (the ILO 'Migration Project'), builds on the success of an earlier foundation project entitled, "*Promoting Decent Work through Improved Migration Policy and its Application in Bangladesh*" (2011-2015). The foundation project was implemented by ILO Dhaka and it supported Bangladesh in strengthening and accelerating institutional progress in three areas related to labour migration. The areas were policy frameworks, operational effectiveness through capacity building, and social protection.

Currently, the global work-space is being profoundly affected by the world-wide virus pandemic of COVID-19. In addition to being a grave menace to public health, the pandemic's economic and social disruption threatens the long-term livelihoods and wellbeing of millions, including migrant workers. The ongoing ILO Migration Project and its constituents – including the Government of Bangladesh

¹ See more detailed information below in the sections Key Statistics (p x) and Crosscutting Themes (p. 19)

(GoB), representatives of migrant workers, worker federations, employers and their federations – are committed to playing a crucial role in combating the viral outbreak, ensuring the safety of migrant individuals and enabling employment sustainability, both at home and abroad and sustainable reintegration for the returnees.

The project has taken a number of activities to enhance services to migrants. One of the initiatives is support to employer's organizations to pilot the introduction of employment services for returnee migrants in Chittagong and Sylhet through two district chambers of commerce, in order to assist the matching of returned workers looking for employment with employers who have job vacancies, and to promote ethical employment.

To better respond to the challenges faced by Bangladesh with the return of approximately 400,000 migrant workers, and in order to develop the capacity of employer organizations to establish a mechanism for decent employment of returned migrant workers in either wage or self-employment situations. There is a need for the Bangladesh Employers Federation (BEF) to enhance what was implemented in 2020. Specifically the Migration Project has been providing technical and financial resources to BEF and its member organizations to enhance services to migrants through two Migration Resource Cells (MRCs). In 2021 there is a need to strengthen the two MRCs, allowing them to be better equipped to respond to the challenges faced by returned migrant workers, and providing them with the expected networking links to the private sector, public service and NGOs/CSOs available in their community. Once the employment service mechanism is set, the Chambers and BEF will continue operations on their own.

In this connection, the ILO intends to hire the services of a *national consultant* to provide direct support to the BEF in various activities including development of some strategic documents and support to organize the proposed job fairs.

2. OBJECTIVE OF THE CONSULTANCY

The objective of the assignment is to support BEF, and the Chittagong and Sylhet Chambers of Commerce as numerated below:

(i) Develop relevant information, document and develop communication strategy (ii) identify relevant partners, establish partnership and conduct need assessment of job market and (iii) develop the capacity of MRCs, support to organizing various events and meetings including Job fairs.

3. RESPONSIBILITY OF THE CONSULTANT

Under the overall supervision of the Migration Project's Chief Technical Advisor (CTA) and in collaboration with the Bangladesh Employers Federation (BEF) and the Migrants Resource Cells established in Sylhet and Chittogram, the consultant will perform the following specific tasks:

3.1 COLLECT AND DISSEMINATE INFORMATION RELATED TO SUSTAINABLE REINTEGRATION AND ROLE OF MRCS

- a. Review and document the national and international reporting related to the practice of *sustainable reintegration* for migrant workers and their families.
- b. Translate, analyse and segregate the reporting as per requirement of the project.
- c. Identify gap of existing service, support services for the migrant workers
- d. What potential services are not delivering by the BMET/WEWB and others
- e. Role of MRCs to support and promote sustainable reintegration for migrants

- f. Share the information with ILO, employers and CSOs.

3.2 CLASSIFICATION BENEFICIARIES.

In collaboration with IOM/BRAC establish categories of returnees for tailored measures such as skills development, enterprise development and RPL for economic reintegration

3.3 ESTABLISH PARTNERSHIPS.

Open dialogues and set up engagement with elements of the private sector, including the various service providers where returnee migrant workers will be referred, explore IOM for data on returnee migrants, BRAC for field-level implementation and with ILO's Skills21 Project.

3.4 CONDUCT RAPID MARKET NEEDS ASSESSMENT (NA).

The NA will be carried out in Chittagong and Sylhet to select demand based occupations for skills and the area of enterprise investment that returnee migrants are interested.

3.5 DEVELOP CAREER DEVELOPMENT STRATEGY FOR THE MRCS/CSOS TO SUPPORT THE RETURNEES ON SELF AND WAGE EMPLOYMENT

The strategy will include Career counselling, Job-seeking skills training, entrepreneurship training, Leadership training etc.

3.6 SUPPORT BEF AND CHAMBERS IN ORGANIZING JOB FAIRS FOR THE RETURNEE MIGRANTS

- Collect information of employers/job providers interested to participate in the job fair
- Organize databases of job providers and jobseekers
- Develop a guideline for organizing job fairs, which will include Match candidates with employers, Promote contracting opportunities for entrepreneurs, Create linkages with online job portals.

4. TERMS OF PAYMENT

S/L	Specific Deliverables	No. of Working days required	Payment Schedule in %
1.	Collect and disseminate information related to sustainable reintegration and role of MRCs	08	25
2.	Classification beneficiaries.	07	
3.	Establish partnerships.	08	45
4.	Conduct Rapid Market Needs Assessment (NA).	15	
5.	Develop career development strategy for the MRCs/CSOs to support the returnees on self and wage employment	12	
6.	Support BEF and chambers in organizing Job Fairs for the returnee migrants and submission of final report with all other relevant documents.	10	30
	Total	60	100%

5. TIMEFRAME

The Assignment will be completed over a period of Seven months from April to October 2021.

6. QUALIFICATIONS OF CONSULTANT

- a. At least Master Degree in communication/Education/Social Science or relevant discipline
- b. At least 5 years' experience on communication related to migration, reintegration, development issues etc.
- c. Experience on working with employers organizations/Development partners/CSOs/NGOs etc.
- d. Experience to conduct assessment/research/Training Need Assessment
- e. Have adequate professional experience on employment support services applicable to the scope of work.
- f. Proven track record in delivering good quality reports timely
- g. Able to work under time pressure

7. CRITERIA FOR SELECTION OF THE BEST OFFER:

Individuals will be evaluated based on the following methodologies:

Combined Scoring method:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70% (49 points) in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria of section 6.

8. CONFIDENTIALITY STATEMENT AND INTELLECTUAL PROPERTY OF DATA

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO

9. APPLICATION REQUIREMENT

Applicants should send the following:

1. Technical proposal which includes an updated current CV and the following:
 - a. Approach and methodology including tentative work plan based on the timelines proposed above
 - b. Proposed costs for undertaking this consultancy, specifying daily fee
 - c. Copy of any previous contract to justify the proposed rate

The Proposals in hard copy with a cover letter to be submitted to:

**The Country Director,
ILO Country Office for Bangladesh, Dhaka
Attention: Chief Technical Advisor**

Application of Migration Policy for Decent Work for Migrant Workers – Phase II
Probashi Kallyan Bhaban, Level 8 (lift 7), 71-72 Old Elephant Rd.
Eskaton Garden, Ramna, Dhaka-1000, Dhaka

10. PROPOSAL SUBMISSION PROCEDURE AND SUBMISSION DEADLINE:

Proposals should reach to the above office **on or before 20 March 2021 by 4:30 pm**. The proposer must submit the Technical and Financial Proposals in separate sealed envelopes mentioning “Technical Proposal” and “Financial Proposal” on the top of respective envelopes as though the financial information could not be revealed before financial proposal opening. Then a big envelope shall be used cover the both proposals mentioning writing “support Migration Project’s partner organizations in various activities” on the top of the big sealed envelope. Please also send the soft copies of the “Technical Proposal” to the e-mail on or before submission deadline

[BID MIG DAC@ilo.org](mailto:BID_MIG_DAC@ilo.org)

For any further query, kindly send email to taniel@ilo.org but do not send your proposal in this mail.