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## TERMS OF REFERENCE

### **“Application of Migration Policy for Decent Work of Migrant Workers”**

**Development of a database system to record and monitor performance data for monitoring performance of Labour Attaches and other support structures for migrant workers in destination country**

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## **1. RATIONALE**

International labour migration is a considerable reality of Bangladesh’s economy and labour force, with 12% or more of the labour force employed overseas. The total number of overseas job created for Bangladeshi workers was 0.75 million in 2016 which is 36% more than the previous year. In the year 2015, remittance was 7.87 per cent equivalent of the GDP and 49.78 per cent and 37.65 percent of the country’s total export and import respectively.<sup>1</sup>

The Government of Bangladesh regards remittances as a major source of foreign exchange and short-term overseas employment as an important response to unemployment and as a support to household well-being. However, the overall value of overseas employment and remittances to the Bangladesh economy has only recently been understood as part of the overall strategy for becoming a middle-income country, specifically, by developing a more pro-active and migrant –worker oriented approach to management. This has led to changes in the overall legislative and policy framework, and a gradual recognition of the need to develop improved systems for management, including concrete measures for social protection, for complaints investigation and redress, and for investment in building the skills and qualifications of workers to improve the quality of their overseas employment.

The “Application of Migration Policy for Decent Work of Migrant Workers” project, is a five-year project of the International Labour Organization (ILO) of the Country Office for Bangladesh. The project is funded by the Swiss Agency for Development and Cooperation (SDC). The project builds on the success of “Promoting Decent Work through improved Migration Policy and its Application in Bangladesh”, operating from 2011-2015. This project builds on this foundation to support the Government to move into full implementation of its new Act 2013 and policy 2016. It will provide research and technical advisory support, facilitate social dialogue and stakeholder engagement, and support the implementation of pilots to test a range of strategies for migrant worker’s education, support and re-entry into the Bangladesh labour market. It focuses on strengthening the overall policy and governance framework for migration; improving the institutions responsible for managing migration; and supporting the development of expanded services to migrant workers.

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<sup>1</sup> Bangladesh Bank, Quarterly Report on Remittance Inflows: April-June 2015. Available at [https://www.bb.org.bd/pub/quarterly/remittance\\_earnings/apr\\_jun2015.pdf](https://www.bb.org.bd/pub/quarterly/remittance_earnings/apr_jun2015.pdf) [Accessed 02 Oct 2015]

A key area of work of the project is to support the Government of Bangladesh, notably the MOEWOE in improving support services to migrant workers, men and women, in the countries of destination. Towards this, the MOEWOE organizes regular conferences with labour attaches and has requested technical support of ILO in setting up a database system to record and monitor performance data for monitoring performance of Labour Attaches and other support structures for migrant workers in destination countries.

Labour attaches currently submit a monthly report to the MOEWOE.

However there is need to expand the scope of reporting and create an online, real time database system for monitoring performance, which will be subsequently linked to the MWIMS.

In this context, the ILO would like to hire a consultancy firm with the aim to conduct a detailed assessment of reporting by labour attaches of Bangladesh, services available to Bangladeshi workers in the embassies of Bangladesh in select countries of destination where maximum number of migrants went in 2016-2017 and to develop a database in which labour attaches can report in real time.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to conduct a detailed assessment of reporting by labour attaches of Bangladesh, services available to Bangladeshi workers and to develop a database in which labour attaches can report in real time. The specific objectives are:

- To conduct an in-depth analytical report of the reports prepared and submitted by labour attaches
- To conduct interviews online with labour attaches and other officials of the Ministry on the needs for other information needed to monitor performance and work of labour attaches
- To conduct an analysis of the services available to Bangladeshi workers in the embassies of Bangladesh in select countries of destination where maximum number of migrants went in 2016-2017.
- To develop a database system for reporting by labour attaches which is real time, in consultation with all relevant stakeholders.
- To develop a monitoring mechanism of the performances of the labour attaches through the database system.

## **3. DELIVERABLES AND DESCRIPTION OF REQUIRED DELIVERABLES**

Under the guidance of the CTA of the “Application of Migration Policy for Decent Work of Migrant Workers” Project and consultation with ILO relevant specialists/ experts, the service provider/consulting firm will produce the following deliverables:

- 1) An initial workplan with timelines for each activity and deliverable
- 2) An in-depth analytical report of the reports prepared and submitted by labour attaches
- 3) An analytical report of the services available to Bangladeshi workers in the embassies of Bangladesh in select countries of destination where maximum number of migrants went in 2016-2017.

- 4) Development of a database for reporting and user manual.
- 5) Development of a monitoring mechanism for labour attaches.

A brief description of each of the required deliverables is provided below.

#### **4. LIST OF ACTIVITIES AND TENTATIVE TIME-FRAME**

<b>Sl.</b>	<b>Deliverables</b>	
1.	An initial workplan with timelines for each activity and deliverable	5 working days after issuance of contract.
2.	An in-depth analytical report of the reports prepared and submitted by labour attaches	25 working days after submission of initial workplan
3.	An analytical report of the services available to Bangladeshi workers in the embassies of Bangladesh in select countries of destination where maximum number of migrants went in 2016-2017.	25 working days after approval of the initial workplan
4.	Development of a database for reporting and user manual	30 working days from approval of reports 2 and 3
5.	Development of a monitoring mechanism for labour attaches.	15 working days from approval of reports 4

#### **6. DESIRED QUALIFICATION OF THE FIRM**

The service provider must have demonstrated capacity in:

- (a) At least 5 years of experience with working on issues of labour force survey, migration, labour migration with focus on data bases and datasets,
- (b) Proven research experience with ability to coordinate with diverse stakeholders and write analytical reports in English
- (c) Capacity to conduct surveys conducting interviews with diverse stakeholders in Bangladesh and in countries mentioned in this TOR

#### **6. BUDGET**

The total budget of the assignment will be financed by the “Application of Migration Policy for Decent Work of Migrant Workers” project implemented by ILO and funded by SDC.

#### **7. CONTRACT DURATION**

The work under this contract should be completed within 4 (four) months from the date of signing of the contract.

#### **8. SUPERVISION AND COORDINATION**

The service provider will work under the overall guidance and supervision of the CTA of the “Application of Migration Policy for Decent Work of Migrant Workers” project, and in coordination and collaboration with the concerned Programme Officer.

## **9. REPORTING**

In case of any problems or delays, the service provider shall report to the CTA of the “Application of Migration Policy for Decent Work of Migrant Workers” project, ILO- Dhaka. Performance will be measured against the quality and timely provisions of deliverables.

## **10. APPLICATION METHOD AND DEADLINE**

Interested and qualified service providers may submit their expressions of interest, demonstrated competency and quotations for the assignment. Application must include the following:

- One page description of the organization (also web site/ brochure)
- Proven document of legal establishment for a minimum of three years
- A list of previous relevant work experiences.
- A detail technical proposal on carrying out the tasks, work plan, methodology, quality control mechanism, risk mitigation plan, management (including team composition) and supervision mechanism
- CVs of the personnel/experts involved in this assignment including qualification and experiences.
- Statement of availability of the personnel/experts and trainers
- A separate financial proposal in a sealed envelope with all inclusive (administrative and logistics cost) and itemized unit cost.

## **11. PAYMENT ARRANGEMENTS**

The cost for this assignment will be covered by the ILO-Migration-project (Application of Migration Policy for Decent Work of Migrant Workers). Based on the TOR, the ILO will prepare an external collaborator service contract with the firm with the following payment schedule:

- 20% of total amount shall be made as first payment upon signing of the Agreement and submission of initial work plan with clear timelines for each activity and deliverable.
- 50% upon submission and acceptance of the in-depth analytical report of the reports prepared and submitted by labour attaches and the analytical report of the services available to Bangladeshi workers in the embassies of Bangladesh in select countries of destination where maximum number of migrants went in 2016-2017
- 30% upon completion and submission of Development of a database for reporting and user manual

## **12. SPECIAL TERMS AND CONDITIONS**

### **12.1 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 these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are 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.

### **12.2 Unsatisfactory or incomplete work**

For the assignment, the ILO’s Standard Rules and Procedure for Service Contracts shall be applicable.

In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

### **13. HIRING PROCESS**

The deadline to submit RFP for the service contract is 04:00 pm on 11th February 2018 sent by hardcopy. 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 to cover both the proposals together mentioning “**Application for the Service Contract for Development of a database system to record and monitor performance data for monitoring performance of Labour Attaches and other support structures for migrant workers in destination country**” on the top of the main and sealed envelope. If any financial information being revealed before financial evaluation, such case will be ground to reject the proposal.

The Proposal should also contain (i) CVs of Experts proposed in the Team Composition (with proper contact details) and (ii) a copy of sample work (can also provide link to the webpage)

The selection criteria will be focused on the Organizational Capacity, Proposed Team’s strength, Approach and Methodology, Work Plan and Financial proposals (in a separate envelope).

The submission shall be submitted by **11<sup>th</sup> February 2018 (04.00 pm Dhaka time)** to:

**ILO Migration Project  
Probashi Kallayan Bhaban  
Level 9 (lift 7), 71-72 Old Elephant Rd.  
Eskaton Garden, Ramna, Dhaka-1000**

*For any query, please contact ILO migration project at*

*BID\_MIG\_DAC@ilo.org*