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Caritas Bangladesh invites Expression of Interest (EoI) on behalf of CAFOD for consulting firms/individuals toconduct aBaseline Study for the Project **Entitled** Recovery and Reintegration Support for Bangladeshi Migrant Workers.

The qualified consulting Firms/Individuals having appropriate experiences for conducting the Baseline Assessment of similar nature of Projects are encouraged to participate in this Expression of Interest (EoI). The interested consulting Firms/Individuals are requested see the attached TOR and other information. The circular of this Expression of Interest (EoI) is also published on the Caritas website: <https://caritasbd.org/notice/tender/>

**Submission of EoI:**

Qualified and interested consulting Firms/Individuals may submit their Technical and Financial Proposal with relevant documents including tentative timeframe for the above baseline study to email address: [submissions@cafod.org.uk](mailto:submissions@cafod.org.uk). **The deadline for submission of proposals is 5:00pm, 05 July, 2020.** No application will be considered after the last date. Only short-listed candidates will be notified and called for next steps. For any query, please communicate Mr. Richard Sloman, E-Mail: [rsloman@cafod.org.uk](mailto:rsloman@cafod.org.uk)

Baseline Study terms of reference (TOR)

Request for Quotations to Conduct a Baseline Assessment for the Project Entitled Recovery and Reintegration Support for Bangladeshi Migrant Workers

June 2020

**INTRODUCTION**

**I.A. Baseline Overview**

CAFOD is the official relief and development agency of the Catholic Church in England and Wales and a member of the Caritas Internationalis, providing humanitarian assistance and development support in many countries worldwide with an aim of protecting lives and relieving suffering during emergencies as well as reducing disaster risks to vulnerable communities. In April 2020, CAFOD, in consortium with Ovibashi Karmi Unnayan Program (OKUP) and Caritas Bangladesh, began a 25 month project funded by the Global Fund to End Modern Slavery (GFEMS) and the Norwegian government (Norad), focused on the reintegration of vulnerable migrants and survivors of abuse and exploitation. CAFOD is seeking to engage an external consultant to conduct a baseline study for this project. The baseline study will seek to establish benchmark values for the project indicators, inform target setting, analyse the current context for vulnerable returnee migrants and serve as a comparison point for project performance monitoring in the project MEL framework.

CAFOD is the lead organisation and OKUP and Caritas Bangladesh are the implementing partners for this project titled **‘Recovery and Reintegration Support for Bangladeshi Returnee Migrant Workers’**. This is a 25-month project implemented across 25 Upazilas of 7 districts (Tangail, Gazipur, Faridpur, Munshigonj, Comilla, Narayangonj, Narsingdi) of Bangladesh and national level activities in Dhaka, from 1st April 2020 to 30th April 2022.

Bangladesh is one of the top 10 countries of origin for labour migrants. These migrant workers are vital contributors to the country’s economy, with remittances in 2018 contributing almost 10% of Bangladesh’s GDP. Despite this, each year thousands of migrants return empty handed and traumatised as victims of exploitation, abuse and corruption. Upon return, the services and systems to provide much-needed psychosocial, medical, legal and livelihood support are severely lacking, and there is ingrained social stigma against ‘failed’ returnees, particularly females who are vulnerable to sexual abuse. This results in high levels of dangerous remigration during which the cycle is repeated. The project aims to address this by providing a holistic package of short and long term reintegration and recovery support to 1,020 (75% women) vulnerable migrants and survivors of abuse and exploitation, especially women. Furthermore, the project will present learning from this project to the Government of Bangladesh, to encourage them to develop a national reintegration package which serves the needs of the most vulnerable.

Ultimately, the project will contribute to the high-level impact of a reduced prevalence of forced labour in the Middle East, predominantly the Gulf Cooperation Council (GCC) corridor. Directly, the project will result in three programme outcomes: 1. Survivors recover and reintegrate through a needs-based approach which includes healthcare, counselling, shelter and legal support. 2. Vulnerable migrants and survivors are trained and undertaking sustainable livelihoods. 3. Government responds positively to advocacy messages regarding improvements to reintegration, recovery and restitution services.

**I.B. Objectives of the Consultancy**

The overall objective of this consultancy is to design data collection methodologies and collect data on all indicators of the project as described in the results framework for the project. The baseline study will provide the benchmarks against which any changes resulting from the project interventions and results will be measured. The below specific tasks will be required from the selected consultancy team:

* To design data collection methodologies for all project indicators include setting criteria, defining key aspects and developing data collection tools;
* To collect, analyse and present baseline data at the impact, outcome and output level (based on the project log frame) to allow for efficient measurement of project impact during and after implementation. Moreover, specific focus on (1) existing airport pick-up mechanism, access to safe shelter, referral system to Medical Centres, trauma counselling mechanism, (2) present situation of legal aid support through BMET arbitration, (3) present situation of legal aid support through filing court cases, (4) capacity building/skill development interventions, (5) livelihood support interventions and (6) job placement support. Issues such as gender division of labour, gender differentials in relationship with family members and communities, activities surrounding access to and control over resources, power and decision making, legal rights and status, women’s priorities, restraints and motivations as well as time spent on productive and reproductive activities will be closely considered;
* Verify project log frame’s adequacy with realities observed on the ground and propose any adjustments to the results framework of the project. Analyse and, if deemed necessary, revise project log frame to ensure SMART indicators are in place to effectively measure project contributions;
* Provide an overall analysis and recommendations towards improved implementation of the project and effective mainstreaming of sustainability of interventions.

**I.C. Study Scope**

To capture the entire migration cycle, data will be collected from migrants who returned within the last 12 months from Gulf countries. Data collection will be carried out in project implementation areas across 25 *Upazilas* of 7 districts (Tangail, Gazipur, Faridpur, Munshiganj, Comilla, Narayangonj, Narsingdi) of Bangladesh and national level activities in Dhaka.

Study topics will examine the entire migration process, including the pre-migration situation, in-country working and living conditions and the return and integration experience, community-based livelihood interventions and scope of employment at national level industries. The interviews with informants will be used to understand support services and legislative processes and challenges.

**II. PURPOSE**

**II.A. Purpose of the Baseline Study**

The broad objective of the baseline study is to determine the current situation for returnee migrants to Bangladesh, particularly for the most vulnerable and survivors of exploitation and abuse. The baseline will help to inform some of the key indicators, including the impact indicator set out in Annex 1. Where possible the baseline will help to establish benchmarks to gauge project progress (these values or qualitative information will provide an information base against which to monitor and assess project progress and effectiveness during implementation, and after the project is completed). These values will also be used to complete the target setting process and will enable measurement of the change brought about by the project. Furthermore, the baseline will capture qualitative information from key stakeholders which sets out the current situation for returnee vulnerable migrants and survivors of abuse and exploitation in Bangladesh. The findings will provide the much-needed platform for the project implementation process and re-alignment of interventions to improve project relevance and effectiveness. The study findings will be a reference for reviewing the project’s learning agenda.

The baseline study should also serve to provide quantitative or qualitative baseline information to help this project understand the following questions:

What support do survivors of abuse and exploitation and vulnerable migrants need most on return to Bangladesh?

What key support would encourage returnees not to migrate in the future?

What key aspects of their life (e.g. livelihood, health, family) need to be established and sustained for returnees not to migrate in the future?

Does the Bangladesh Government seem willing and able to establish a reintegration system for vulnerable migrants and survivors of abuse and exploitation?

Are vulnerable returnee migrants and survivors of abuse and exploitation interested in re-migrating? What are the key vulnerability factors which increase the likelihood of risky remigration?

1. **BASELINE STUDY METHODOLOGY**

**III.A. Baseline Design and Approach**

The baseline consultant(s) will be expected to work closely with OKUP and Caritas Bangladesh in the design and primary data collection. The baseline study should also draw on the project’s MEL system and utilise information collected on the project participants to triangulate data.

In line with gathering the information above, the consultant(s) will need to include the following key stakeholders; Ministry of Expatriate Welfare and Overseas Employment (MoEWOE), Bureau of Manpower Employment and Training, Wage Earners Welfare Board, locally elected government officials, Migrant Forums, local and national private sector employers and likeminded CSOs, Caritas Technical School Project and MAWTS.

The baseline consultant(s) will also collect information from the project participants, vulnerable returnee migrants and returnees who are survivors of exploitation and abuse, especially women who make up 75% of the target group for this project.

The consultant(s) are expected to come up with sound study methodology, wherein the following should be given due consideration:

* The baseline study should adopt a mixed-methods approach, beginning with a desk review before integrating quantitative and qualitative methods to ensure that data collected is triangulated and can be communicated, explained and contextualised. It is expected that the consultant will combine surveys/questionnaires with structured interviews, FGDs and KIIs. Study team members are encouraged to use innovative methods to collect and analyse data. The qualitative component will allow for more in-depth data gathering to gain more insightful findings from relevant target groups regarding the situation of returnee migrant workers. The quantitative part will focus on returnee migrants to gain insights into their experience.
* The baseline study will be supported by two workshops: an initial developmental workshop in which the data collection methods will be discussed with CAFOD staff and representatives from OKUP and Caritas Bangladesh to obtain feedback and input, and a validation workshop to obtain input on recommendations.
* The consultant(s) are expected to propose the most suitable method of sampling/randomisation and the sample size will be determined in collaboration with CAFOD, OKUP and Caritas Bangladesh and statistically relevant representation of the project beneficiaries and stakeholders. Information shall be collected from across specified beneficiaries, partners and stakeholders.
* All data collected during the baseline study will be disaggregated by age, gender, disability, and location type (e.g. rural, urban, peri-urban).

**III.B. Ethical Considerations**

The below ethical considerations will be adhered to during the baseline study:

* The evaluation will be conducted by an independent and impartial external consultant.
* Quantitative data will be obtained from a randomly selected representative sample.
* Participation in the study will be voluntary.
* Anonymity, confidentiality and safeguarding of study data (both during data collection and for data storage) will be guaranteed.
* There will be no risks and benefits for individual participants.
* The culture, norms and traditions of study populations will be respected.
* Consent will be sought prior to commencing data gathering.
* Views and opinions of the different study subjects will be respected.
* For interviews with children, consent will be treated as an ongoing process that will be renegotiated verbally at each stage of the research, to enable the children to withdraw from the study at any time should they wish to do so.

**III.C. Deliverables and Timeline**

The overall baseline should take no more than 8 weeks/60 days starting on the date of the signing of the contract. We expect the study to begin in July 2020. In accordance with the following timetable the consultant(s) will:

* Produce an inception report to demonstrate how s/he will accomplish the aforementioned tasks in a timely fashion, outlining the baseline study approach (sampling framework, data collection strategy and methodologies, tools, criteria etc.) and work plan for baseline study. The inception report will be due within four (4)calendar days after signing of the contract and its finalisation will involve incorporation of feedback from CAFOD/OKUP/Caritas Bangladesh;
* Finalise the baseline study methodology (in discussion with CAFOD). (week 1)
* Submit draft data collection tools (week 1)
* Field test tools (week 3)
* Finalise data collection tools (week 3)
* Collect primary and secondary information (week 4 to 6)
* Share draft report and discuss findings with CAFOD, OKUP and Caritas Bangladesh (week 7)
* Submit final report (week 8)

1. **Consultant Profile**

The baseline can be undertaken by a consultant or a number of consultants with the following essential criteria:

**Education:**

* A minimum master’s degree in social sciences or relevant field;
* Other training/certifications in the areas of assignment will be an asset (migration, counter-trafficking, behavioural change communication, gender equality promotion, etc.);
* Received professional training on Research Methodology, Development Evaluation, and Impact Evaluation from recognised institutes/universities from home and abroad.

**Demonstrable Skills and Experience:**

* Record of publication of social research documents, evaluation reports, survey reports, study reports on migration issues is a strong asset;
* Experience of carrying out mixed-methods baseline studies and evaluations and in producing high quality analytical reports (examples of previous works will be requested/at least 3 recent reports should be submitted with the RFP);
* Strong background of statistical data analysis skills and strong proficiency with data analysis packages (in Stata or SPSS);
* Member of professional societies/forums (e.g. evaluation society) will be an asset;
* At least 6 years’ experience managing evaluations, baselines and/or assessments for community-based programmes;
* Experience in delivering high quality assessments, research or evaluations for institutionally funded projects such as DFID, Norad or USAID;
* A gender balanced team is highly desired given the focus on women who are survivors of abuse and exploitation;
* Ability to adapt plans and approaches, sometimes at short notice;
* Fluency in English and Bangla.

**Competencies:**

* A proven track record of an ability to pragmatically apply in-depth knowledge and experiences of issues and practices in the fields of labour migration, human trafficking, modern slavery and human rights in Bangladesh;
* Strong computer and analytical skills with ability to write and review technical documents/ reports, conduct interviews as part of background research;

CAFOD is committed to creating a safe environment for all project participants, especially children, young people and vulnerable adults, and to prevent their physical, sexual or emotional abuse. The consultant will be expected to follow these commitments and adhere to all relevant policies and procedures.

1. **APPLICATION & QUOTATION REQUIREMENTS**

Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

* **Capability statement:** How the consultant or firm is structured for the assignment, the role each staff will play including the CVs of the key personnel who will take part in the consultancy.
* **Technical Proposal:** The consultant’s understanding and interpretation of the Terms of Reference, a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the baseline as well as any other proposed approaches the consultant may deem fit for this assessment.
* **Financial proposal:** Itemised budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax.
* **References:** Names, addresses, telephone numbers of three organisations that you have conducted evaluations for within the last three years, that will serve as your professional referees.
* **Baseline/ Evaluation reports:** Please submit at least 3 final reports for the baselines or evaluations conducted for the three reference organisations provided.

**Interested consultants/firms that meet the requirements should submit an expression of interest to** [**submissions@cafod.org.uk**](mailto:submissions@cafod.org.uk) **by 5th July 2020.**

**Should you have any questions about this ToR, then please contact Richard Sloman,** [**rsloman@cafod.org.uk**](mailto:rsloman@cafod.org.uk)

Annex 1: Project Indicators

**II.B. Indicator summary**

The following are the project key indicators for which the project seeks to collect data or understand more information on the status of current returnees experience in accessing relevant services.

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| Objective hierarchy | Indicator(s) |
| Impact: Reduced prevalence of forced labour in the Middle East, predominantly the GCC corridor (via survivors and vulnerable migrants in target locations remigrating and reentering the forced labour market) | % of survivors and vulnerable migrants successfully reintegrate |
| Outcome: Survivors of modern slavery and vulnerable migrants recover, reintegrate and thrive in Bangladesh through a holistic approach of immediate and long term support. | # of survivors and vulnerable migrants report improved quality of life |
| Outcome 1.1: Survivors receive short-term medical, psychosocial, and legal aid support. (All indicators are adaptive due to the use of a tailored approach based on the needs of survivors.) | # of survivors receive holistic short-term support covering a minimum standard of care (needs-based: safe shelter, counselling, legal support) |
| Output 1.1: Survivors receive short-term medical, psychosocial, and legal aid support. | **Indicator 1:** # of survivors provided trauma informed psycho-social care services on return to Bangladesh |
| **Indicator 2:** # of survivors provided with safe shelter |
| **Indicator 3:** # of survivors provided medical services in targeted communities |
| **Indicator 4:**  # of survivors provided legal services in targeted communities |
| **Indicator 5:**  # of survivors who return to their families |
| **Indicator 6:**  # of survivors receive holistic short-term support covering a minimum standard of care (needs-based: safe shelter, counselling, legal support) |
| Outcome 1.2: Vulnerable migrants and survivors are trained and undertaking sustainable livelihoods | **Indicator 1:**  % of targeted survivors and vulnerable migrants earning an income from sustainable livelihoods supported by this project |
|  | **Indicator 2:**  # of survivors and vulnerable migrants that continue to be employed through their job placement or self-employment 3 months after placement/training |
| Output 1.2.1: Survivors and vulnerable migrants have the skills and funds to develop sustainable livelihoods | **Indicator 1:** # of survivors and vulnerable migrants trained through certified livelihood courses |
| **Indicator 2:** # of survivors and vulnerable migrants provided with seed money to start a business |
| **Indicator 3:** # of survivors and vulnerable migrants are employed through job placements/self-employment |
| Outcome 2: Reintegration and recovery services in Bangladesh are strengthened and supported by key Government and migration actors | **Indicator 1:** Government allocate funds for a reintegration programme in Bangladesh |
| Outcome 2.1: Government responds positively to advocacy messages regarding improvements to reintegration, recovery and restitution service | **Indicator 1:** # of policy discussions showing progress towards improved Government-provided reintegration, recovery and restitution services |
| Output 2.1: Government authorities and migration actors are aware of the weaknesses in the current reintegration, recovery, referral and restitution services | **Indicator 1:** # of advocacy documents produced by the project |
| **Indicator 2:** # of formal discussions with Government officials |
| **Indicator 3:** # of Government officials trained on migrant rights |