



Caritas Bangladesh invites Expression of Interest (Eoi) on behalf of CAFOD for consultants/firms to conduct a safety and data security support for the Project Entitled **Recovery and Reintegration Support for Bangladeshi Migrant Workers.**

The consultant(s) should have the relevant technical expertise in safety (of staff and project target groups) and data security and be qualified to deliver high level training and accompaniment support to two Bangladeshi organisations are encouraged to participate in this Expression of Interest (Eoi). The interested consultants/firms 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 consultants/firms may submit their Technical and Financial Proposal with relevant documents including tentative timeframe for the above safety and data security support to email address: submissions@cafod.org.uk. **The deadline for submission of proposals is 5:00 pm, 21 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: rslooman@cafod.org.uk

**Request for Quotations to provide safety and data security support for the Project Entitled
Recovery and Reintegration Support for Bangladeshi Migrant Workers
July 2020**

Assignment Background

CAFOD is the official relief and development agency of the Catholic Church in England and Wales and a member of Caritas Internationalis, providing humanitarian assistance and long-term development support in many countries worldwide with an aim of protecting lives, reducing poverty and challenging injustice.

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. This project works with an extremely vulnerable group of people, to help them to reintegrate in Bangladesh and challenge injustices they have suffered as a result of violations of labour and human rights in the migration cycle.

Due to the experiences faced by the returnee migrant workers and the risks associated with working with often unscrupulous migration actors in a corrupt and sometimes violent system, CAFOD is seeking to engage an external consultant(s) to design and deliver a safety and data security capacity strengthening package to ensure that both OKUP and Caritas Bangladesh are equipped with the procedures, tools and skills to appropriately manage the risks associated with this work. This support should cover personal/physical safety of both staff and project participants and data security.

This support will initially involve undertaking an assessment of existing personal and physical safety and data security procedures and practices that are in place and implemented by both OKUP and Caritas Bangladesh. This will be followed by capacity strengthening training on safety and data security for relevant staff which will lead to the development of safety and data security plan for each organisation for the above project, with follow up mentorship support to help organisations to implement the plans. This work will be delivered through a series of face to face meetings, trainings and follow up visits. However, if challenges associated with COVID-19 limit the ability of the consultant to conduct face to face training and support, remote training and mentorship should be considered.

Assignment Aims and Outcomes

The aim of this assignment is to design and deliver a support package that will enhance the personal/physical safety and data security management of both OKUP and Caritas Bangladesh. The capacity strengthening support will deliver on the following outcomes;

1. Participating staff, including senior managers, gain safety and data security management knowledge and skills.
2. OKUP and Caritas Bangladesh adopt a project-specific safety and data security plan.
3. OKUP and Caritas Bangladesh practice new and enhanced safety and data security practices within their organisations and within this project.
4. OKUP and Caritas Bangladesh operate with reduced risks to staff and project participant safety, and data security.

Scope of Work

At the commencement of the consultancy, the selected consultant(s) will develop a detailed plan of activity in consultation with CAFOD, OKUP and Caritas Bangladesh. The consultant(s) will design and deliver the assignment around three key phases of work, as follows:

Phase One: Safety and data security management assessment of OKUP and Caritas Bangladesh, particularly in relation to the 'Recovery and Reintegration Support for Bangladeshi Returnee Migrant Workers' project funded through the Global Fund to End Modern Slavery by Norad.

Phase Two: Development and delivery of training package, or similar effective capacity strengthening method, to relevant staff and development of safety and data security plan for OKUP and Caritas Bangladesh.

Phase Three: Mentoring and accompaniment to implement plan.

The following outlines the key activities that will be conducted through each phase.

Phase One: Assessment

- Desk review of project documentation.
- Meeting with senior staff members from OKUP and Caritas Bangladesh to understand the operational environment and existing procedures and practices followed by the organisation.
- Meeting with project or field level staff to better understand the operational environment of the work and challenges faced by staff.
- Review OKUP and Caritas Bangladesh's existing policies on personal/physical safety and data security management and existing capacities.
- Using meetings and documentation assessments to identify gaps and areas to be strengthened.

Phase Two: Training and planning

- Design a comprehensive training package, or similar effective capacity strengthening method, on personal/physical safety and data security tailored to both organisations' capabilities and practices.
- Deliver the training, or other method, to both organisations' relevant staff.

- Develop project-specific safety and data security plans collaboratively with OKUP and Caritas Bangladesh.

Phase 3: Accompaniment

- Conduct a series of follow up discussions with both OKUP and Caritas Bangladesh staff to review the implementation progress of the plans.
- Review any new or revised policies or procedures.
- Regularly visit OKUP and Caritas Bangladesh to meet with staff and review enhanced knowledge and practices.

Assignment Deliverables

All assignment deliverables will be delivered to CAFOD, OKUP and Caritas Bangladesh jointly. The finalised deliverables will be agreed between all parties prior to project commencement but will include;

- At the commencement of the consultancy, a detailed plan of activity including milestones based upon the activities detailed above.
- Initial findings from discussions and documentation review in stage one will be presented to all parties.
- Capacity strengthening methods (e.g. training plans and materials) will be developed prior to each workshop and submitted to CAFOD, OKUP and Caritas Bangladesh senior staff for review. CAFOD will coordinate with GFEMS and Norad for the necessary approval of these methods. The method design and approach should be gender-sensitive.
- Capacity strengthening workshop report.
- Project-specific safety and data security plans for both OKUP and Caritas Bangladesh.
- Final project report with key recommendations for future support to both OKUP and Caritas Bangladesh.

Reporting

The consultant(s) will directly report to the CAFOD Programme Officer for Bangladesh who will supervise the overall assignment. However senior management staff from both OKUP and Caritas Bangladesh will review deliverables and be kept informed of the progress of the work.

Consultant(s) competencies and experience

The consultant(s) should have the relevant technical expertise in safety (of staff and project target groups) and data security and be qualified to deliver high level training and accompaniment support to two Bangladeshi organisations. If more than one consultant is proposed, it is highly desirable that the team is gender balanced and able to demonstrate strong experience in gender sensitive approaches.

Essential:

- Demonstrated capacity and experience in delivering personal/physical safety and data security management capacity strengthening that is appropriate to the Bangladesh context.
- Demonstrated understanding of effective capacity strengthening methods in personal/physical safety and data security management.
- Familiarity with NGO ways of working.
- Knowledge and experience of the development and security risks associated with organisations working on human rights, migration, or sensitive issues in the context of Bangladesh.
- Team members are fluent in both written and spoken English.
- Results oriented with excellent verbal and written communication skills, including reporting skills.
- Ability and willingness to visit OKUP and Caritas Bangladesh in Dhaka is essential (dependent upon limitations associated with COVID-19).

Desirable:

- Fluency in Bangla is preferred, although consultants who use a local translator will also be considered.
- Experience working through participatory and gender-sensitive approaches.
- Experience working with Bangladeshi NGOs.
- Experience monitoring or working on similar migration, modern slavery, trafficking, or human rights based projects.
- Experience working remotely to provide training or accompaniment.

Contract Timescale

The contract will be conducted over a maximum period of 4 months from the start of the project. The maximum consultant days during this period will be 25 days but fewer days will also be considered.

Confidentiality Statement

All data and information received from CAFOD, OKUP and Caritas Bangladesh will be treated confidentially and are only to be used in connection with the execution of this Terms of Reference and the signed contract with the consultant. All intellectual property rights arising from the execution of this Terms of Reference are assigned to CAFOD, OKUP and Caritas Bangladesh.

Next Steps

Interested applicants are invited 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 (ToR), a detailed methodology on how the work will be done including a detailed implementation schedule 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 and operational costs.
- **References:** Names, addresses, email addresses and telephone numbers of three organisations that you have conducted similar work for within the last three years, that will serve as your professional referees.
- **Reports/Studies or Training packages:** At least 3 previous final reports, studies or training packages which the consultant(s) have undertaken in the past 3 years as evidence of previous work.

Interested consultants/firms that meet the requirements should submit an expression of interest to submissions@cafod.org.uk by 21st July 2020.

Should you have any questions about this ToR, then please contact Richard Sloman, rsloman@cafod.org.uk