

**Questions and Answers on**

**Invitation to tender for “Migration NGOs” under the Strengthened and Informative Migration Systems – SIMS - project**

	<b>Question</b>	<b>Answer</b>
1	As in the Tender under the <i>Management &amp; Implementation Capacity</i> you mentioned to have prior field presence in the geographical areas (Upazila level) of the project incl. physical presence. We have field experiences and have physical presence but don't have their own offices in all Upazila levels. Are we eligible to apply for this Tender?	It is not required to have prior physical office presence in all Upazilas. However, some physical presence in the relevant District is required. Office at District level and in some Upazilas however are a strong asset. More importantly though, applicants are requested to demonstrate in their proposal on how they ensure the outreach to the selected Upazilas and Unions.
2	In the section of the document to be submitted, you have mentioned the operation manual which should be submitted mandatory. I want to know what type of operation manual? Is it a project operation manual or organization operation manual?	This refers to the organisation operational manual.
3	There is any overhead cost for organization?	As per the budget template, the applicant can budget for overhead as per usual practices of approx. 7%.
4	Is it mandatory to work in the selected three districts? Can we choose one or two for this project?	It is mandatory to work in the 3 pre-selected Districts. However, the applicant shall apply for project implementation in 1 or max. 2 Districts out of the 3 (see also p.10 of the MNGO tender document).
5	We had experiences to work at the mentioned districts previously but now we have no ongoing activities. We have district committees at the selected areas. We have the quality to start work in those. So, is it mandatory to remain in ongoing activities?	Ongoing activities are not mandatory, but an existing physical presence in the District yes. Please describe how your experience is relevant in respective chapters in the technical proposal.
6	If an NGO apply for one district, must it cover all selected Upazilas under the district?	If an applicant submits a proposal for one District, all the targeted Upazilas listed under the proposed district must be included.
7	If one NGO apply for more than one district must it cover all selected Upazilas under the districts?	If an applicant submits a proposal for more than one District all the targeted Upazilas listed under the proposed districts must be included.
8	There is a list of proposed activities under each output. Should all activities need to cover? Is there flexibility to propose activities which are not enlisted in the proposed activity list?	It is suggested that all the activities listed under each output are covered. However, if an applicant finds any additional activity relevant to generate results towards output, outcome and impact such activity can be proposed with proper justification. This includes also activities taking into account the COVID19 situation.
9	The intervention strategy consists of three complementary strategies which mentioned “support selected civil society organizations working at the grassroots to enhance their engagement with migrant workers and their families as well effectively advocate on migrants’ rights”. Instead of local civil	In terms of reaching out the last mile to beneficiaries and ensuring successful community engagement, community organizations of relevant identity (i.e. migrant forum, civil society organisations, etc.) could be considered in a way that they function as voluntary entity not as sub-

	society organizations, is there scope of organizing returnee migrant workers as a platform like “Migrant Forum” to work for themselves for their communities? This is to mention that there is no activity in this regard under any outputs.	contractors. An explanation should be included on how they will be engaged.
10	You mentioned that no additional office are allowed to be set up under the project. Do you think there is flexibility to open at least one office in a district headquarter in where the NGO has a project office at Upazila level? In order to cover different upazilas under one district, the location of project office in district headquarter is suitable for physical reach-out of all upazilas	Prior field presence in the geographical areas of the project incl. physical (office) presence is mandatory as a priori no new offices can be opened under this project. The best set up and implementation modalities to ensure effective outreach shall be discussed with pre-selected partners.
11	SIMS already mentioned some designations of staffs in the budget template. Except the core positions i.e. executive director, finance director, the other staffs and designations are an example or these are criteria fixed for?	The designations mentioned are indicative. The applicant may propose any positions which are required for the successful and efficient implementation of the actions, it can propose the positions of both full and part time engagement. Justification needs to be provided in the “budget justification”, which is part of the financial proposal template.
12	Are there any indirect cost (not mention at the budget template)? if yes, what is the maximum %?	See answer to question 3
13	You are encouraged to demonstrate own contribution in the budget. But non-profit organizations have limited scopes for direct contribution. They somehow mention in-direct contribution to comply with the donor criterion. There the NGO does not propose any financial contribution, will it react on the evaluation of the selection?	See answer to question 14
14	In the invitation to Tender on page 5, it is written “Applicants are encouraged to demonstrate their own contribution to the project in the budget” a) Is it in kind or cash? b) Is there any fixed amount? c) Is it a mandatory? d) If a MNGO does not contribute then will the MNGO be disqualified?	Own contribution is not mandatory. Cash contribution is not required. In kind contribution is encouraged which could be converted into monetary terms, i.e. office space, Furniture, Fixtures and Equipment (FF&E), motorcycle, etc. There is neither fixed amount nor predefined proportion of the total amount of budget to be proposed. It is not mandatory but an added value. As it is not mandatory, the question of disqualification does not apply.
15	Shall a MNGO keep cost for arranging training for lawyers/Judges/Police/enforcement authority which will be conducted by Legal Aid NGO?	MNGO does not need to put any budget allocation for arranging training for lawyers/judges/police/enforcement authority. The expenditure will be covered under Legal Aid NGO budget.
16	In the indicator output-1.3, output- 1.4, output-3.1, and output-3.2 in the draft logframe, mentioned number of beneficiaries 12000, 2000, 3500 and 3500 respectively are either for each district or for combined 3 districts?	The beneficiary figures 12,000, 2,000, 3,500 and again 3,500 against the indicators attached with output-1.3, output-1.4, output-3.1, and output-3.2 respectively indicate a total for the 3 districts together, i.e. the project total.

17	Is there any preferred organization of Helvetas for providing Financial literacy/management of remittance for the beneficiaries?	HELVETAS does not have any preference for any organization/ service provider. An organization/ service provider shall be selected at a later stage through a competitive procurement process.
18	Shall Advisory Board (mentioned in Output 2.2 first bullet point, page-9) be formed each Upazila or District level?	The advisory board to the GMCs is to be formed at the level/(s) that generate best results among the possible alternatives. The applicant shall make a proposal and justify why.
19	We humbly request you to send us the “respond to questions” document for our kind information.	This document is uploaded as an additional attachment to the tender document and is considered an integral part of the tender.
20	We have Legal status and good experience, according to your assignment but we are not previous partners of you.so will We can partner with you for Rangpur Division of Northern part of Bangladesh?	The Districts where the project will be implemented are Narsingdi, Cumilla and Chattogram Districts (see chapter 2.3, p.4 MNGO tender document). No other Districts can be proposed.
21	Are NGOs who do not have such previous track record of working for migrant people but have access to information on migrant people eligible for applying against this tender?	Eligibility criteria are provided in the tender document. Based on this, the applicant should justify the relevance of its expertise for the project.
22	Should an NGO apply for all the three districts altogether? Is there any scope to apply for only one or two districts?	See answer to question 4.
23	What is the exact project duration? Is it 4 years or 37 months?	The project duration for the partner NGOs is 37 months.
24	It has been mentioned that the contract will be signed on year basis. In that case, should we have to prepare and submit budget for 1 year or 4year/37 months?	The applicant should submit a financial proposal for 37 months.
25	We would like to know about the geographical location of the project and we would like to apply for one division. Can we apply for only one Division for the project as Migration NGOs?	See answer to question 20.