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Terms of reference

Gender and Social Equity (GSE) Analysis of the Bangladesh Migration Framework

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1. Background

Helvetas Bangladesh is a non-profit membership association, and part of an international network of independent Helvetas member organisations working in the field of development cooperation. It is present in about 30 countries in Africa, Asia, Latin America, and Eastern Europe. Helvetas which originated from the merger with Intercooperation in 2011 has been active in Bangladesh since 2000. Our vision is a just and peaceful world in which all human beings live in a self-determined way in dignity and safety, are able to satisfy their basic needs, have access to indispensable resources and services, and take care of the environment. At Helvetas, we support impoverished and disadvantaged people and communities in developing countries who want to actively improve their living conditions. We promote access to resources and services that are indispensable for life, thus contributing to overcome root causes of poverty. Together with our partners, we are committed to the protection, promotion and execution of social, economic, political and cultural rights.

With the objective of mitigating the negative impacts and risks related to labour migration and maximizing its benefits, **Helvetas implements the Strengthened and Informative Migration System (SIMS) project**. SIMS is a four-year project mandated by the Swiss Agency for Development and Cooperation (SDC) that seeks to improve the well-being of migrants, particularly marginalized men and women, through safer migration practices and strengthened service delivery from both public and private actors. The duration of the project is four years (Dec. 2019 – Dec. 2023).

Helvetas together with local partner organizations implement interventions focusing on enhanced information and awareness of migrants and their families at home, improved quality and enhanced outreach of service delivery to migrants and their families and greater resilience of migrants and family members through effective use of remittances. The recent major change in context, COVID19, shall be addressed by including activities related to specific information for migrant workers and their families about services available to them, anti-stigmatization campaigns as well as support alternative livelihoods as and where required. SIMS is implemented in close coordination with the Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE) of the Government of Bangladesh.

Gender and Social Equity (hereafter GSE) Analysis is an integral part of SDC mandated SIMS project to investigate the **project interventions** (safe migration information, legal aid support and financial literacy) and **existing practices in the locality**, **Helvetas and its sub-contractors (partner NGOs) organizational policy and practices** including resource allocation, diversity, building staff capacity and accountability and eventually, **existing national policy and measures** and recommend interventions/ measures/ actions to contribute to enable 'GSE Transformative' status in migration sector. Helvetas internally produced a report which mainly reflects - organizational Analysis of Helvetas and its partners organizations in SIMS Project, GSE analysis of SIMS project document and grassroot dynamics on Gender and Social Equity in the migration sector (through the Baseline Study). But the report requires to include the dimension of GSE policy/ legal framework in Bangladesh. In migration framework,

reviewing the policy instruments (including international standards and commitments of Bangladesh Government under relevant conventions/treaties) and assessing the practicality with necessary evidential analysis and thereby, produce recommendations – is never comprehensively done.

In this context, it is necessary to review analysis the existing policies and practices and consider the recommended areas in the interventions of GoB and development partners. For this reason, Helvetas commissions this consultancy" to **look at the policy/legal framework in Bangladesh regarding GSE** and to **identify key addressing areas including those to promote equal opportunities for different gender and social disadvantaged groups** and recommend the possible measures/ interventions by the actors in the framework.

2.   Objectives of the consultancy

The main objective of this study are as follows:

1) To analyze the current legal and governance framework for labour migration in Bangladesh (including migration policies, laws, practices and institutions) for gender sensitivity and gender transformation

2) To identify gender gaps in policies and practice and the corresponding barriers to GSE/gender equality

3) To identify enabling measures which can lead to Gender Transformative changes in the labour migration context in Bangladesh.

3.   Expected results

A comprehensive and concise study report of maximum 20-30 pages on the above-described analysis in migration framework including recommendations on enabling policy and structural changes through relevant interventions.

4.   Main Tasks and Activities of the Assignee

The Assignee will carry out the following tasks and activities

a) Desk Review of relevant laws/acts and policy instruments, relevant international standards and commitments made by Bangladesh Government under conventions and treaties on GSE, bi-lateral agreements of Bangladesh Government/Government institutions with different countries or organizations/agencies on GSE, good practices/policies of different countries, and as well reports/ literature produced by state and civil society – related to labour migration.

b) Develop an analytical framework for Gender analysis, following the four gender lenses of the 'SDC How To Note on Gender Analysis'. This includes guidelines for selected interviews for the relevant actors of government, private sector and civil society and development practitioners as well beneficiaries.

c) Prepare a comprehensive report of maximum 20-30 pages, including a 2-page executive summary and exclusive of the annexes.

d) Make suggestions/ recommendations on necessary measures/ actions by GoB, CSOs, private sector and development partners

e) Prepare and submit the comprehensive report including a) legal/policy barriers and b) recommendations (including policy reform and required interventions/ actions) for creating enabling environment and systemic changes.

5. Working methodology

Based on the above, the assignee will propose a working methodology, but the following approach should be followed to complete the assignment properly:

- Study the 'SDC How To Note on Gender Analysis' and apply it to the research
- Desk and literature review leading to an inception report (to be approved by the SIMS team)
- Elaborate a list with selected interviews at national level and develop a guiding questionnaire (covering representativeness of government officials, civil society actors, development partners) .
- Standard reporting frame to be developed, reflecting the complexity of the issue as well as demographic, geographic and structural issues; and shared with Helvetas for feedback.
- Data collection tools are to be pretested and finalized
- Draft study report to be produced by the consultant and shared with SIMS team and relevant stakeholders for feedback.
- With the feedback accommodated debriefing made and final draft prepared by the consultants
- Final report submitted both in soft and hard copies including all raw information.

6. Profile of the consultant

The contract will be awarded to a consultancy firm or an individual consultant (national) with the following characteristics:

- Experience of conducting similar kinds of studies – i.e. policy/ legal review and analysis and studies related to GSE, or other types of programme studies/ research.
- Proven expertise on GSE, policy review and labour migration are considered as strong asset
- Expert knowledge of participatory research methods and national and international legal instruments.
- Ability to write high quality clear and concise reports in English.
- Ability to present data concisely and clearly.
- Disclosure of conflict of interest.

7. Time Frame of the assignment

The study is expected to be completed within 60 days beginning from the date of official commencement of the assignment. The concrete time frame and budget of the study will be agreed upon based on proposals received and subsequent negotiations.

The timeline should include the following elements at a minimum -

Task/output	Tentative timeframe	Working days
Inception meeting with relevant colleagues from the Embassy of Switzerland, Helvetas and the selected consultant		½ day
Inception report with implementing plan for the study (with both finalization of tools and methodologies)		4 days
Information collection and discussion with relevant stakeholders		3 days
Draft Report preparation		5 days
Draft report sharing and presentation		1/2 day
Feedback accommodation and Final report (including other deliverables) submission		2 days
TOTAL		15 days

8. Responsibilities of the involved parties

8.1 Consultancy firm/ individual consultant

The consultancy / consultant team will be primarily responsible to:

- Complete the assignment within the stipulated/ agreed timeline and with close coordination with the Helvetas SIMS team

8.2 Helvetas

Helvetas SIMS team will provide the consultant/firm with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include:

- Provide necessary key background documents on project interventions.
- Provide background information on target beneficiary, stakeholders, project area, etc.
- Arrange primary sharing meetings for the better understanding of the assignment.
- Provide management and expert opinion and support in designing and implementation of the methodology and tools.
- Linking with stakeholders and beneficiaries for data collection purpose.
- Linking with partner NGOs for data collection support
- Arranging for payment.

9. Deliverables

The following deliverables shall be submitted by consultant:

i.   Inception Report (containing summary of secondary information review, framework for analysis and study methodology)
ii. Two Copies study report in print version (English version)

iii.   Electronic/ Soft copies in pen/ flash drive (portable USB) (in English Version);
iv.   Copies of data collection questionnaires and guideline (both Bengali and English version and in soft copies in pen/flash drive);
v.   Briefing and debriefing with the Embassy of Switzerland and Helvetas

At the end of the contract, a debriefing meeting shall be held between Helvetas and the consultant.

10.   Evaluation criteria

On receipt of the EOI, a designated team will evaluate the proposals and take a decision about the consultants/ agency for the study. Selection of the consultants/ agency will be based on:

Selection criteria	Scores
Clear and concise proposal responding to the needs of the study including approaches, methodologies and tools in compliance with standard research methods; logical and result oriented detailed presentation; realistic timeline toward achieving the results within set time frame and desired quality.	20
Provide evidence through clear reflection on the track record of the consultant on policy review and analysis (including national and international instruments). Demonstrate experience of conducting formative research. Showcase experience in working on GSE. A sound understanding of labour migration framework.	15
Agency profile (if any) and CV of the key consultant	5
Costs – value for the assignment with justification	15
TOTAL	**55**

11.   Application process

Application/proposal should be presented in English language by Arial/ font and the font size should be 11.

Interested and qualified consultants/firms are asked to submit their Technical and Financial Proposals to recruitmentbd@helvetas.org. Please write "SIMS GSE Analysis Consultancy" in the subject line. The proposals should be submitted **by 5 pm BST on 12 July 2022**. We are only able to consider electronic submissions.

Only shortlisted firms/consultants will be contacted and invited for a technical discussion.

12.   Structure of the proposal

Interested consultants/firms are requested to send their proposal within mentioned deadline following the content/ process:

12.1 Technical Proposal

  a. Cover page with contact details of the applicant (1 page)
  b. Table of content (1 page)
  c. Abbreviations and acronyms (1 page)
  d. Introduction and understanding of the assignment (maximum 1 page)
  e. Description of relevant experience and expertise of the firm/consultants for the mandate (maximum 2 pages)
  f. Methodology (including proposed approach and methodology, sample frame, tools, workplan, timeline for each set of tasks (maximum 5 pages)
  g. Brief Bio's in the main proposal of the Lead consultant and key team member (1 page); detailed CVs attached (max. 2 pages per expert)
  h. References: Names and contact details of two organizations for which similar work have been conducted in the last five years

12.2 Financial Proposal

  i. Financial proposal aligned to the technical proposal containing a detailed budget for the study, inclusive of VAT. This should detail consultants itemized fees, data collection and administrative costs, etc. (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption) (maximum 2 pages)

12.3 Documents

Along with properly signed technical and financial proposal the following papers should be included:

- Cover letter (Maximum one page)
- Company profile / CV of Consultant (as annex)
- Experience in similar assignment, i.e. submission of two examples of recent related work undertaken by the tendering party/parties in a related field (evidence copy as annex)
- Copy of consent letters from the key consultants (in case they are not employed in the applying agency) (as annex)
- Copy of VAT Registration Certificate (as annex)
- Copy of TIN Certificate if available (as annex)
- Copy of Joint Stock Company Registration Certificate if available (as annex)
- Copy of Trade License Certificate if available (as annex)