Invitation to Tender

for Legal Aid NGO

Strengthened and Informative Migration Systems (SIMS)

Phase 1: 2020 - 2023

July, 2020

1 Summary

The aim of the **Invitation to Tender** is to identify a partner **Legal Aid Organization (NGO/ CBO/ CSO)** with adequate competency and experience to **implement the Access to Justice component** of 1st phase of the project **"Strengthened and Informative Migration Systems (SIMS)', of the Swiss Agency for Development and Cooperation (SDC)**. Applicant organizations are invited to express their interest and to submit a Project Proposal consisting of Technical Proposal and Financial Proposal focusing their organization, respective capacities, experiences and networks established over a longer time period in specific geographical areas of the country. SIMS has mainly three key components *i.e. Access to information on safer migration including skills, Access to Justice and remittances management, including Financial Literacy and Business development.* Considering the nature of the project components, there will be two *types of* **National Partner Organizations** *on the one hand so-called Migration NGOs (MNGOs) and on the other one Organization specialized on providing legal aid (LANGO).* The MNGOs are responsible for overall implementation at District level and in particular for all activities on access to information and remittances management. The Access to Justice component, however, requires expertise of a Legal Aid NGO who will work hand in hand with the MNGOs where both entities have specific responsibilities to perform.

The selected partner organizations will work in close cooperation with HELVETAS Swiss Intercooperation in Bangladesh, who is the Intermediary Agent and responsible for the overall management of the project. HELVETAS Bangladesh will use a "partnership" approach to critically reflect on progress and steering in close collaboration with its partners.

The LANGO will be responsible for the planning and implementation of the detailed activities and deliverables for the access to justice component, stipulated in partner agreements. It is expected that the National Partner Organizations (i.e. MNGOs and LANGO) will work together and collaborate closely with HELVETAS Bangladesh, and act as an alliance to jointly achieve the objectives of the project. The Applicants are **not permitted to form a consortia** or sub-contract the services and need to be national/ regional organizations registered with the NGO Affairs Bureau in Bangladesh.

The overall duration of the SIMS Project (1st phase) is 4 years. **The expected start of the LANGO** is foreseen for **November 2020 (exact time tbc after award of mandate) with a duration until November 2023 (37 months).** Please note that the **contract** with the selected partners will be on **a year-wise renewal basis**, as per the HELVETAS practice, subject to approval from NGOAB, satisfactory performance and unqualified audit reports (meaning that the audit report does not have major observations or any misappropriation cases).

The Applicants are invited to express their interest for **all three (03) pre-selected migration prone districts** – Narsingdi, Cumilla and Chattogram and **as well in national level activities**. The initial plan is to cover a total 115 of unions under 23 Upazilas in mentioned districts. A tentative list is provided in Annex VII.

2 Background of the Project

2.1 Context

Migration is central to Bangladesh's socio-economic development. With a population of approximately 163 million[1], the abundance of labor is both an opportunity and a challenge to the country's development. Hence, labor migration is both a development and population management strategy. International labor migration in particular to the Middle East and to Malaysia provides a channel for around 700'000 Bangladeshi citizens to migrate for work every year.[2] Predominantly originating from poor, low and middle income households from the south east and south west regions of the country, most Bangladeshis engage in labor migration to escape poverty and provide economic security for their families. Remittances sent by migrants to their families at home play a strong role in local economic development, correlate with a substantial reduction in poverty levels when compared with non-migrant households and create employment for non-migrants in local communities where the remittances are invested.

Given the high demand for jobs in the international market, prospective migrant workers often ignore the financial, social and personal risks of migrating abroad, both for themselves and for their families left behind. This is all the more critical since a majority of migrants from Bangladesh are recruited for low-skilled **3D jobs**[3] (39.8%) and semi-skilled jobs (15.4%), which often expose them to lower protection standards and higher incidences of exploitation.[4] Predominantly employed as housemaids and garment workers, women migrants in particular face risks of **sexual and gender-based violence**. The majority of male migrants work in sectors related to construction, cleaning at lower wages compared to migrant workers from other nationalities. Labor migration has enormous impacts on community dynamics and family structures. It may lead to social and health problems due to the disruption of families, a disproportionate workload for those left behind (especially for women) as well as conflicts over the use of remittances.

The lack of awareness related to their rights and legal redress mechanisms, safe migration process, as well as the high opportunity cost of migration often means the migrant workers rely on incomplete information, take unnecessary risks and do not claim their rights which leaves them vulnerable to exploitation. This situation is oftentimes exacerbated by flawed recruitment practices with both middlemen and recruitment agencies at times following unethical practices harming aspirant migrant workers. The remittance received is mainly used for meeting daily expenses related to food, education and household maintenance. Oftentimes, families left behind have limited financial skills to generate savings and plan for longer-term investments which may cause frictions between the migrant worker and the family members upon the return of the migrant worker.

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[1] United Nations Department of Economic and Social Affairs (2017). World Population Prospects: The 2017 Revision.
[2] http://www.old.bmet.gov.bd/BMET/viewStatReport.action?reportnumber=34, accessed on 16 January 2020
[3] 3D jobs are classified as "dirty, dangerous and demeaning".
[4] The categorization of low- and semi-skilled migrants are based on definitions of BMET and do not reflect internationally accepted definitions.

The **current COVID19 crisis exacerbates many challenges** that migrant workers and their families are facing. While this global crisis affects different segments of society to different extents, migrant workers and their families are oftentimes forgotten. But they are extremely vulnerable and affected at all stages of the migration cycle. At the pre-departure stage, hundreds of aspirant migrant workers are waiting to leave. Oftentimes they have incurred high debts to pay all the fees and are now left without income. Millions are still in-service in the Middle East and find themselves in dire situations with limited protection and safety measure and at times with a loss in income. At the same time the remittances are drying out, as the situation in the destination country does not allow to send the money. This hugely impacts thousands of families back home in Bangladesh, losing their main source of income and bring them on the verge of poverty. Further, the rumours go that it was returning migrant workers from Italy, who brought the virus to the country. First cases of Covid-19 were indeed discovered with returnee migrant workers. Families with a recent migrant worker returnee are now being shunned in the community, for fear that they carry the virus. Stigmatization is on the rise and needs to be halted before it divides the communities.

2.2 Background on Access to Justice (A2J) of Migrants and their Families Left Behind (FLB) in Bangladesh

International migration in the South Asian – Middle Eastern corridor is mainly regulated by MoUs or bilateral agreements between the countries of origin and the countries of destination. Along with these, there are regional (e.g. Colombo Process, Abu Dhabi Dialogue) and global processes (e.g. GFMD) which contribute to good labor migration governance and in particular recognize the rights of migrant workers, and access to justice as a fundamental element to all aspects of migration governance. The international standards are also reflected in the legal framework governing labor migration in Bangladesh to address the abuse, victimization and rights violation of the migrant workers. Implementation however remains challenging and many migrant workers are subject to rights violation, discrimination, abuse and exploitation and subsequent access to justice during the migration process both at home and abroad.

An important number **of Bangladeshi migrants are suffering from abuse and exploitation at different stages of the migration cycle**. According to a RMMRU survey (2017), 32% of 2155 households experienced fraud either in Bangladesh or both in Bangladesh and in the destination country, though finally managed to migrate, where 19% failed to migrate even after paying substantial portion or full amount of migration cost. Approximately 51% of migrant workers experience fraudulence or abuse during the migration process[5]. In Bangladesh, the most common problems faced by the migrant workers are related to fraudulent recruitment practices both the formal recruitment agency and informal sub-agents/ dalals. These wrongdoings include misinforming potential migrants on the nature and terms of the work available, charging high recruitment fees, delaying or cancelling departures, not providing workers with the required pre-departure documents, withholding receipts of the fee paid and formal contracts of employment. Some of these abuses also undermine the workers' ability to access justice against those who cheated. Such violations at home oftentimes build the basis for further rights violations in the destination countries which include: contract substitution and changes in the nature or conditions

[5] Migration Disputes Mediation Manual, RMMRU, 2017

of work, non-payment of wages, degrading working conditions. In addition, workers suffer from insufficient rest, very poor housing conditions, confiscation of passport and other documents. In some serious cases, migrant workers suffer verbal, physical and sexual abuses. Women are particularly at risk of serious abuses as a result of gender discrimination or the isolated nature of their work in private homes. In many cases, abuses can be characterized as labor trafficking, forced labor and debt bondage. Only a limited number of migrant workers are able to access legal remedy or compensation through the official access to justice process in Bangladesh, while even less are able to do so in the country of destination.

The regulation of recruitment for migrant workers in Bangladesh is based upon the Overseas Employment and Migrants Act, passed in 2013. In 2019 (up to November), a total of 446 complaints made by several victimized labour migrants to BMET against licensed recruiting agencies[6] whereas no complaints were registered against dalal/ brokers in BMET due to lack of evidences and witnesses. However, only 13.6 per cent complaints against private recruiting agencies were resolved successfully by BMET in last three years (2015-2018).[7] Apart from the formal channel, a number of alternative dispute resolution (ADR) mechanisms have been piloted in the last years which mainly provided remedy for migrants who fell victim to fraudulent practices of sub-agents. The formal court system, however, has not been utilized so far. Some of the reason for the enormous underreporting of legal complaints and cases are related to a lack of documentation, lack of information about existing mechanisms for access to justice, hesitation to travel to Dhaka to solve a complaint through BMET, as well as limited trust in the objectivity and fairness of the mentioned processes.

Labor migration also has social and economic impact on the left behind family members. So, any irregularity in the process has an impact not only the migrant workers themselves, but also the lives of the family back home. Therefore, access to justice is essential for their families, their communities and society as a whole. Access to justice or access to grievance redressal mechanism is essential for enforcement of the contractual, statutory, and treaty rights that migrant workers possess. It strengthens the rule of law by increasing transparency and ensuring accountability of private and government actors, often addressing systemic gaps in rights protections. It can encourage future good behavior by state and private actors, and increase individuals' faith and participation in public life and institutions. Financial redress can enable workers to escape the cycle of debt and poverty that makes them vulnerable to further exploitation and abuse. And, of course, it achieves the ultimate aim of providing justice to individuals who have been wronged.
For more information on the context of access to justice please refer ***Annex I*** (study commissioned by SDC on access to justice)

[6] *Migration Trend Report 2019 (Bangla) by RMMRU [citing BMET]*
[7] SDC Tender for SIMS project: Assessment Report on Access to Justice (2018)

2.3 Development Goals & Theory of Change

The impact of SIMS project is ***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 Theory of Change is built on the assumption that the availability of information on safe migration and consequences of irregular migration, along with greater access to relevant support and services, will enable men and women migrant workers to make informed choices. Similarly, strengthening the capacity of public and private institutions on training modules related to pre-employment orientation, life skills and grievance redress will allow for public and private sector organizations to provide the necessary services for safe migration. Finally, the availability of financial literacy and linkages to local markets will allow migrant workers and their families to use remittances more effectively, and thus enhance their resilience to external shocks.

In order to contribute to this, **three main areas of change** are required: 1) enhanced information and awareness of migrants and their families at home, 2) improved quality and enhanced outreach of service delivery to migrants and their families, and 3) greater resilience of migrants and family members through effective use of remittances. To effectuate these changes, SIMS will on the one hand strengthen **capacities of the duty-bearers** (both public and private actors) to provide better quality services and **empower the right-holder, i.e. the migrant workers and their families** to know and claim their rights, and civil society to advocate for better protection of the rights of migrants. For this, SIMS' work will mainly focus at the Upazila and Union level, but also include particular national level actors and influence the national policy framework. SIMS will work with government and non-government structures at the district, upazila and union level to develop their capacity to provide migration-related services that are responsive to local needs. Its three outcomes, directly related to the three identified areas of changes, are as follows:

Outcome 1: *Men and women migrant workers make an informed decision on migration with a view to choose pathways that maximize economic returns and minimize risks related to migration;*

Outcome 2: *Public and private sector providers have improved capacity to provide necessary services for safe migration;*

Outcome 3: *Migrants and their family members are able to reduce exposure to external shocks by using remittances more effectively*.

2.4 Geographic Focus

In its first phase, SIMS will work in three migration prone districts, in the Chittagong and Dhaka division, namely in **Narsingdi, Cumilla, and Chattogram districts**. With regard to direct service delivery to migrant workers as well as strengthening capacity of service providers, the project will primarily work in rural areas, at the union and Upazila level. Upazilas/unions having a high outflow of migrant workers along with limited availability of services will be prioritized. SIMS will work in 23 Upazilas and 115 Unions (5/UPZ) of Chattogram, Cumilla and Narsingdi Districts. The working

area selection considers the following criteria: outmigration, female migration, poverty rate, availability of public and private service providers and their infrastructure, migration projects funded by SDC and other donors such as DFID, population size and cost effectiveness. A tentative list of selected UZPs and proposed Unions is provided in annex VII.

2.5 Financial Volume for Legal Aid Organization

The volume of funds is estimated to be **BDT 70.000.000** for a **duration of approx. 37 months**. This budget is indicative and will be reconfirmed and finally decided during the selection process. Applicants are encouraged to demonstrate their own contribution to the project in the in the budget.

3 The Mandate

3.1 Intervention Strategies

SIMS follows a **human rights-based approach**, aiming at on one hand at strengthening both public and private sector duty-bearers to provide better services to migrant workers. On the other hand, SIMS empowers the right-holders, i.e. the migrant workers and their families to know and claim their rights. Greater awareness of rights will also lead them to demand services from the government and other stakeholders which should in turn ensure improvement in the quality of service delivery. In addition, civil society organizations working on labour migration shall be strengthened to advocate strategically on migrants' rights issues. This is strongly linked to the **systemic approach**: SIMS will not duplicate, but strengthen the capacity of existing government and civil society organizations with a mandate to work on labour migration to ensure improved services for prospective migrant workers and their families

This translates into **three complementary strategies**:

a. **Direct engagement,** through MNGOs, to **migrant workers and their families** (PEO, PDO, skills development (through referrals), legal support, grievance redress, financial literacy, etc.) to empower them and strengthen their resilience;
b. **Building capacity of selected government and non-government institutions and actors (LGIs, BMET, DEMO, ADR mechanisms, law enforcement authorities, actors in the recruitment chain, MFIs, etc.)** to enable them to provide high-quality, state-of-the-art services to migrant workers and their families
c. **Support selected civil society organizations** working at the grassroots level to enhance their engagement with migrant workers and their families as well as effectively advocate on migrants' rights.

SIMS will partner with 2-3 district based so-called Migration NGOs (MNGOs) – selected in a separate call for proposals – as main partners to facilitate the local level multi-stakeholder coordination process, implement PEO services, and collaborate with public and private agencies in the provision of other services. In addition, a **specialized Legal Aid Organization (LANGO) – selected with this call for proposals – will also be subcontracted to complement the**

implementation of access to justice component across the 3 selected Districts and at national level. A strong collaboration and coordination in terms of ensuring legal aid services expected among the MNGOs and Legal Aid NGO." SIMS will lead and facilitate the multi-stakeholder dialogue related to system improvements and capacity building and enter MoUs with relevant public and private agencies to establish thematic centric partnerships and cooperation for the capacity building process.

3.2 Main Tasks and Responsibilities of the Partner Organization

The LANGO will be responsible for planning and implementation of the detailed activities with regard to the access to justice component in close collaboration with HELVETAS. It will be responsible for the monitoring of progress to attaining the project's specified outputs and outcomes, and it will have to invest in the relationship with MNGOs, relevant actors in the Districts, including building synergies with other a labour migration projects funded by SDC and other donors. The description hereunder focuses on the access to justice component. ***Annex II*** provides an overview of the complete project, including access to information and remittances management components. The detailed LogFrame is provided in ***Annex III***. The service delivery model of Access to Justice Component is described and visualized in ***Annex IV***.

***Outcome 1**: Men and women migrant workers make an informed decision on migration with a view to choose pathways that maximize economic returns and minimize risks related to migration.*

Under Outcome 1, Outputs 1.1, 1.2 and 1.3 the LANGO is expected to contribute to the different manuals with legal expertise, in particular inputs on migrants' rights and legal aspects of safe labour migration.

Output 1.4 focuses on access to justice and the LANGO is expected to implement the following activities.

Output 1.4: Male and female migrant workers have access to effective legal support for addressing grievances.

- Analyze case categories and identify best avenues for legal remedy.
- Analyze cases and complaints to generate learnings and key messages for PEO/PDO (linked to Output 1.2)
- Follow up on cases in particular at national level with the BMET arbitration cell, as well as on cases filed in the court system. This is in close collaboration with the MNGOs (where applicable) in order to assure that they can provide adequate and timely feedback to the victimized migrant worker/ family member
- Analyze all cases and select appropriate cases or shortcomings in legislation for a public interest litigation (max. 2 cases)

Outcome 2: ***Public and private sectors providers have improved capacity to provide necessary services for safe migration.***

Outcome 2 emphasizes the systemic approach of SIMS and focuses on improved governance systems by strengthening the capacities of system actors majorly at local level to provide better quality and timely services to the migrant workers and their families. The Partner Organizations

will thus organize and facilitate the capacity building activities of the local level stakeholders, including public and private actors.

In order to improve **access to justice** (output 2.1) for migrant workers, SIMS follows a two-pronged strategy: Firstly, as most of the pre-departure cases are related to fraud by the sub-agents at local level and experience (e.g. from the PROKAS project) shows that they are best addressed by Alternative Dispute Resolution (ADR) mechanisms. The MNGO will facilitate the formation and subsequent capacitation of the Grievance Management Committees (GMCs, based on the PROKAS experience) to strengthen local level mediation. Secondly, to improve the handling of cases occurring during the in-service stage of migration (e.g. non-payment of salaries, non-communication, etc.), the relevant authorities, such as BMET, shall be strengthened to provide enhanced legal redress. Thirdly, the MNGOs in collaboration with the Legal Aid NGO will organize and facilitate the primary capacity building activities of law enforcement authorities, lawyers and Judges to mainly aware them on the migration context along with the key challenges faced by the migrants and as well on laws and international standard on migration and human rights; as they could deal the migrants cases with the due consideration of laws and standard. The legal component shall be implemented jointly by a specialized legal aid NGO (to be selected in a separate tender process) in collaboration with the MNGOs. It is thus required that the MGNO closely coordinates and collaborates with the legal NGO. Migration NGOs and as well as Legal Aid Organization will maintain online case documentation system on a regular basis for improved case management but also a basis for evidence-based advocacy. The MGOs in coordination with Legal Aid Organization will contribute to Public Interest Litigation by collecting evidence through online case documentation system.

The LA NGO will contribute as follows:

Output 2.2 ADR, law enforcement, BMET arbitration and legal aid organizations are strengthened.

- Lead the design of a referral mechanism for complaints and legal cases identified by the MNGO at grassroots level
- Provide advisory and capacity building support to MNGOs on the referral mechanism (see also Output 2.2) in general as well as case-specific referrals
- Contribute to the design of an online case management and documentation system fed by all project partners for a) case management and b) analysis and evidence for advocacy
- Train and support MNGOs for case documentation
- Maintain online case documentation system on a regular basis in collaboration with MNGOs
- Contribute to the formation of the GMCs, a process led by the MNGOs (GMCs shall be set up at Union level; one GMC covering 1-3 Unions depending on the on-ground situation).
- Contribute to review existing training modules for GMCs (mainly based on PROKAS experience)
- Contribute to the capacity building of GMC Members (at Union level) and Advisory Board on legal provision, instruments and standard.
- Participates in GMC meeting periodically to provide legal advice.
- Develop content of a training for law enforcement authorities, lawyers and judges on rights of migrant workers.

- Facilitate the capacity building activities of law enforcement authorities, lawyers and Judges.
- Coordination and rapport building with BMET and other actors on access to justice.
- Develop content of a training for BMET arbitration cell (incl. hard and soft skills, with a particular focus on gender-sensitive arbitration).
- Facilitate training for BMET arbitration officers.
- Contribute bottom-up strengthening of the BMET arbitration cell by ensuring regular and professional legal follow up on cases pending at their cell.
- Contribute in local and national level evidence-based advocacy.

4 Profile of the Applicants & Required Competencies

The legal aid NGO need to have the required competences in regard to project management, project implementation and access to justice including awareness on safe labor migration and redress mechanism services though ADR, BMET Arbitration and formal Justice System. Specific competencies will be needed in capacity development by means of training, mentoring, peer-learning and network development, and in advocacy to inform policy makers and influence changes in the legal framework. The Applicants are not permitted to form a consortia or sub-contract the services.

Organizational Capacity Assessment of Legal Aid NGO would be based on the following characteristic and capacities:

Knowledge & Experience

- Organizational knowledge and expertise on legal awareness, legal aid services, ADR and formal redress mechanism including BMET arbitration and the justice system
- Knowledge and expertise on case management and documentation including tracking progress, result and generating evidence through online case management system.
- Proven track record of implementing legal aid services projects (experience of a minimum of 5 years required) on legal awareness, formal and informal redress mechanism for poor and disadvantages people, women and children, community people (preferably for migrants and their family members) and deep involvement in social movement on the different social issues at local, national and regional level.
- Proven track record on dealing with Public Interest Litigation and managing panel/ staff lawyers.
- Membership of legal aid network/ coalition/ alliance and highest level of collaboration and coordination with GO-NGO legal aid entities in country and as well in destination countries of migrant workers (Middle East labor migration corridor)
- Proven track record of establishing and maintaining referral mechanisms for project beneficiaries for legal redress for community (preferably for migrant workers).
- Organizational knowledge on migration context and key challenges faced by migrants and their left behind family members, in particular related to access to justice is a strong asset.

- Demonstrate willingness to work through an integrated approach on safe migration, access to information and access to justice. A proven track record of this approach is an asset.

Methodological competencies

- Track record of building capacities of government institutions, non-formal grievance addressing forums, law enforcing agencies, lawyers, justice system actors etc. in local and national level.
- Specific competencies in capacity development by means of training, mentoring, peer-learning, campaign and network development.
- Track record of coordinating with national and local government institutions, justice system actors, local networks and forums, and other civil society organizations (incl. grassroots organizations) working in the Districts/ Upazilas/ Unions and build synergies with projects implemented by other organizations.
- Solid track record of working with other national NGOs in jointly implementing projects and using synergies.
- Knowhow as well as analytical and management capacities to facilitate dialogue, ensure civil society engagement, advocacy and policy dialogue.
- Competencies to inform policy makers and influence changes in the legal framework are of vital importance and litigation from Higher Courts in Bangladesh.
- Human Resource, Gender and Anti-discrimination Policies are in place and practices in every sphere of organization and women in leadership positions.
- Willingness to mainstream gender and social equity, conflict sensitive program management, good governance and advocacy. Proven track record on this is an asset.

Management & Implementation Capacity

- Be a Bangladeshi national level NGO (not branch of any international NGO in Bangladesh) registered under NGOAB or other authorities.
- Level of collaboration of vision, mission, over all objectives and program strategy (e.g. legal aid services, economic empowerment, capacity development.)
- Managed projects of similar size and be financially sound with good internal control systems.
- Experience in managing similar projects with a volume of at least BDT 60 Million in the last five years.
- Demonstrated capacities in Project Cycle Management and result-based project management. Solid track record in financial and administrative management, including an adequate internal control system.
- Willingness and openness to closely collaborate with the NGOs specialized on Safer Migration.
- Equipped with necessary experienced personnel at disposal to be able to fulfil the mandate.
- Presence in the proposed areas beyond the life of the project.

5 Requirements & Criteria for Evaluation of Applications

The evaluation of applications and selection of the Partner Organizations will follow Swiss Government procurement rules and regulations. According to these rules the evaluation of the Applications will go through the following **4 Steps**:

1) **Formal Requirements (step 1):** Only applications of those organizations will be evaluated which comply with the **deadline to submit,** and which are **complete and follow the format provided in *Annex V and VI*.**

2) **Fulfillment of Suitability Criteria (step 2):** Only those Applicants will be considered which have proof that they can carry out the mandate in organizational terms, i.e. fulfill the suitability criteria outlined in chapter 6. This refers to:

   - Being a national organization and legally registered with the NGO Affairs Bureau (***branch offices of international organizations are excluded***);
   - Having the organizational capacity to implement the mandate at national and local level;
   - Having effective governance structures and compliance procedures/mechanisms in place; in particular, having finance, administrative and human resource policies including an internal control system in practice, relying on an appropriate organizational structure and well-defined functions, tasks, authority, responsibilities, methods and procedures.
   - Being able to provide external annual audit information;

3) **Evaluation of Award Criteria (step 3):** Applicants which fulfill the Suitability Criteria will then be evaluated based on the following **Award Criteria** with the corresponding **weighting and maximum marks**:

Award Criteria (AC)		**Weight**	**Marks**
AC 1 Section one	Expression of interest, profile and experience of applicant	20%	Max. 45
AC 2 Section Two	Presence, capacity and context analysis of the proposed area(s)	10%	Max. 10
AC 3 Section Three	Thematic/technical competence in access to justice for migrant workers	30%	Max. 25
AC 4 Section Four	Linkages and rapport with relevant local, national and regional networks, and institutional stakeholders and policy influencers; as well as synergy projects.	20%	Max. 15
AC 5 Section Five	Financial Offer • Clarity of the proposal and comprehensiveness: all costs are clearly indicated in a well-structured document • Ratio direct/programme costs and administrative costs • Cost efficiency – Competitive financial offer	20%	Max. 15

	The overall amount (excl. VAT) across the mandate will be estimated using the following formula $$\text{Score}= \left(\frac{\text{Pmin}\times\text{max.Points}}{\text{P}}\right)$$ P = Price of the Proposal to be assessed P min = Price of the lowest Proposal		
	Total		110

The Award Criteria (AC) will be scored between 1 to 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good

4) **Due Diligence and site visit (step 4):** Based on the evaluation of step 3, the applications will be ranked according to their scores, and provisionally selected applicants will be informed. A verification of the organizational information of the provisionally selected applicants will then be conducted through a pre-award questionnaire as well as a physical verification at their office, and a possible visit to the working Districts. Only those Applicants will be awarded a contract who pass this due diligence check.

6 Contents of Applications & Documentation to be submitted

For the evaluation of **Suitability** (Suitability Criteria), the applicants will have to submit the following documents:

- **NGOAB Registration Certificate**
- **The latest Annual Report (incl. financial information)**
- **The Constitution and Organogram (incl. Board of Directors) of the organization**
- **External Audit Reports of the last three years, including the Management Letters**
- **The Tax Identification Number Certificate (TIN Certificate)**
- **Operational Manual**
- **Finance Manual and procurement policy**
- **Human Resources Policy**
- For the evaluation of the application against the Award Criteria, the applicants will have to submit the **technical proposal format and financial proposal format** with necessary attached documents as mentioned in the technical proposal and financial proposal format (as provided in ***Annex V and VI***).

7 Timetable Tender Procedure

The schedule of the tender procedure is as follows:

Dates / Deadlines*	Activity
08.07.2020	Tender publication
19.07.2020	Deadline for submission of questions
22.07.2020	Publication of answers
24.08.2020	Deadline for submission of complete Applications
September 2020	Evaluation of Applications and negotiations
End of September 2020	Information of evaluation results to pre-selected partners
October 2020	Due diligence with pre-selected partners
October 2020	Notification of decision/award (after due diligence check)
October 2020	Contract Signing
November 2020	Start of project

*HELVETAS reserves the right to make amendments.

8 Submission Procedures

- Applications shall contain all documentation in accordance to Chapter 6
- Applications are to be submitted in a sealed envelope
- The name of the organization submitting the Application should be indicated on the envelope
- The sealed envelope shall contain
  - One original signed version of all the documents, labelled “Original”
  - Two hard copies of all the documents, labelled “Signed Copy”
  - One soft copy of all documents on a data storage device (Memory Stick/any suitable device)

Language of Applications: English

Questions related to the tender shall be addressed only through the formal channel and submitted in writing in English no later than **19th July 2020 at 12pm (Bangladesh time)** to recruitmentbd@helvetas.org
HELVETAS Bangladesh will respond to the questions in writing by 22nd July 2020.

Deadline for submitting offers: Complete Applications are to be submitted as per **24th August 2020** not later than **3:00 pm (Bangladesh time).**

Address for submitting offers: Complete Applications are to be delivered to the following address:

HELVETAS Swiss Intercooperation
Attn. Sharmin Zaman
House # 13/A NE (K); Road # 83, 1st floor
Gulshan 2, Dhaka 1212, Bangladesh

Applications may be submitted by personal delivery, courier or certified mail to the specified official contact person listed above. The email should imperatively have **'EoI – LANGO (1st Call) SIMS'** in the subject line along with a forwarding letter.

9 List of Annexure

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ANNEX II: OVERVIEW OF SIMS PROJECT

ANNEX III: DRAFT LOG FRAME OF SIMS PROJECT

ANNEX IV: SERVICE DELIVERY MODEL OF ACCESS TO JUSTICE COMPONENT

ANNEX V: TECHNICAL AND FINANCIAL PROPOSAL FORMAT

ANNEX VI: SIMS PNGO BUDGET TEMPLATE

ANNEX VII: GEOGRAPHIC LOCATIONS