Invitation to Tender
For “Migration NGOs”

Strengthened and Informative Migration Systems (SIMS)

Phase 1: 2020 - 2023

July, 2020

1 Summary

The aim of the **Invitation to Tender** is to identify **National / Regional Partner Organizations** who have the competences and experience to implement the 1st Phase of the project **"Strengthened and Informative Migration Systems (SIMS)', of the Swiss Agency for Development and Cooperation (SDC)**. The main working areas of the project are; access to information on safer migration, access to justice, more sustainable remittances management incl. access to financial literacy and business development.

Applicant organizations are invited to express their interest and submit a presentation of their organization, their respective capacities, experiences and networks established over at least the last 5 years in specific geographical areas of the country.

The 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 National Partner Organizations or for the purpose of this tender called "Migration NGOs (MNGOs)" will be responsible for the planning and implementation of the detailed activities and deliverables, stipulated in partner agreements. It is expected that the National Partner Organizations 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 MNGOs** 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, however, 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 03 migration prone districts which are: Narsingdi, Cumilla and Chottogram. **The targeted Districts, and the expected numbers of Upazilas (target 23) and Unions (target 115) to be covered, are listed in Annex 1**. For each district, the Applicants must demonstrate established presence and outreach capacity in the respective Upazilas and Unions, and a strong track record in terms of access to and acceptance by the communities.

Applicants **may propose alternative Unions of the selected Upazilas with strong justification** and as long as they allow a concentration of resources. The list of Upazilas and number of Unions to be covered under each district will be finalized during the project planning with involvement of the selected national partner organization.

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 labour is both an opportunity and a challenge to the country's development. Hence, labour migration is both a development and population management strategy. International labour 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 labour migration to escape poverty and provide

[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

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. Labour 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.

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 Development Goals & Theory 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.***

[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 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*.

2.3 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. In terms of Upazila a mix between Upazilas where MNGOs are already working and so far, not served Upazila's is chosen to expand outreach and compare results.

Annex 1 provides a list of pre-selected Upazilas and Unions. **The proposed Upazilas need to be considered. At Union level, the bidder is expected to select 5 Unions per Upazila from the list of pre-selected Unions justifying the selection.** If the bidder has a preference to work in other Unions, these Unions can be proposed supported with stringent justification**.**

2.4 Financial Volume of the Project

For a **duration of approx. 37 months the max. volume of funds available per District is:**

- **Narshingdi** **74'000'000 BDT**
- **Cumilla** **90'000'000 BDT**
- **Chattogram** **86'000'000 BDT**

The difference in the available budget is explained by the different numbers in working Upazilas and Unions in the respective Districts. This budget is indicative and will be reconfirmed and finally decided during the selection process. As mentioned above, the expected start of the MNGOs is foreseen for November 2020 (exact time tbc after award of mandate) with a duration until November 2023. 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[5], PDO[6], skills development (through referrals), legal support, grievance redress, financial literacy, etc.) to empower them and strengthen their resilience;
b. **Strengthening 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 with this 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 in a separate tender process – 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 is 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.

[5] PEO refers to Pre-Employment Orientation focusing on the pre-decision making stage, supporting aspirant migrant workers and their families to take an informed decision whether to migrate or not

[6] PDO refers to Pre-Departure Orientation focusing on supporting those who have decided to migrant in preparation for migration.

3.2 Main Tasks and Responsibilities of the Migration NGOs (MNGOs)

The MNGOs will be responsible for planning and implementation of the detailed activities in close collaboration with HELVETAS. They will be responsible for the monitoring of progress to attaining the project's outputs and outcomes, and they will have to invest in the relationship between each other, relevant actors in the Districts, including building synergies with other a labour migration projects funded by SDC and other donors.

While Outcome 1 and 3 are targeted more directly towards the right-holders (or primary stakeholders), i.e. the migrant workers and their families themselves, Outcome 2 focuses on capacity building of duty-bearers so that they provide better quality services to the migrant workers and their families.

The detailed LogFrame is provided in Annex II.

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, the partner organization is expected to coordinate and implement activities directly empowering the migrant workers to have better access to existing and new services. SIMS intends to work with a streamlined approach on access to information (PEO and PDO, incl. referral to skills mechanisms), access to justice and remittances management.

The main objectives under outcome one include the following: **Key safe migration messages** shall become **common public knowledge** through a comprehensive awareness raising campaign on safe migration, including do's and don'ts as well as the importance of PEO, PDO and prior skills training, awareness consequences of irregular migration including trafficking, and knowledge on services offered to potential and prospective migrants by different government and non-government service providers. This information complemented by an **in-depth PEO** (provided by the MNGOs) shall help potential migrants and their families **to jointly make a well-informed decision**, based on a cost-benefit analysis, whether labor migration is the most viable choice for the respective family. A strong appeal shall be made to the potential migrant worker to undergo PDO. However, the PDO itself shall be solely provided by the BMET/ DEMO/TTCs based on increased capacity to deliver these training in a learner-friendly manner and with high quality (see Outcome 2). Further, based on established linkages, the MNGOs shall **encourage potential migrant workers to undergo skills training before migration** and refer them to the relevant public and private training institutes. Last but not least, the partner organization shall contribute to improve access to justice for victimized migrant workers. In collaboration with a legal aid partner organization (selected in a separate tender process), migrant workers shall be empowered to **address their legal issues with the most suitable grievance handling mechanism**.

The MNGOs shall use the material developed in a participatory manner by SIMS project which builds on existent experiences of other projects. To ensure quality and a similar approach in all working Districts, the partner organizations shall participate in capacity development events and trainings, and closely collaborate, exchange learnings and adjust interventions accordingly.

All partner organizations are required to build and maintain good rapport with relevant stakeholders at both national and local level. In particular at local level it may be required to develop MoUs with certain stakeholders, such as the public and private trainings centers for instance. Further, for all components, the partner organization is expected to identify participants based on jointly agreed criteria.

Output 1.1. Communities at the grassroots are informed about safe migration & consequence of irregular migration and trafficking

• Reach 1,000,000 in 3 Districts (approx. 43,000/ UZP) men and women with key safe migration messages • Rapport building with key stakeholders • Identify social mobilizers/ returnees as peer informants (1/ Union) • Design and print of key safe migration messages and relevant IEC material • Dissemination of information through different channels (courtyard meetings, video show, popular theatre, community meetings, campaigns, inter-personal communication/ house to house, etc.) • Sensitize and train community leaders, social mobilizers/ peer returnees to provide key safe migration information • Identify spots to display key safe migration information (UDC, Upazila complex, local police station, and other public gathering places) • To optimize the penetration of the awareness raising campaign, the partner NGO engages with partners at all levels, including district (DEMOs, TTCs, etc.), Upazila (UNOs, migration forums, etc.), union (UDCs, schools, mosques, madrassas, etc.) and village level (production cooperatives, local markets, etc.) • Sensitize sub-agents on safe migration
Output 1.2 Men and women who want to migrate overseas avail pre-employment orientation (PEO) and pre-departure orientation (PDO) • Reach 150,000 men and women potential migrants (approx. 6500 / Upazila) with PEO • Capacity building of social mobilizers/ peer returnees (same as for Output 1.1) on PEO • Rolling out of PEO (incl. referrals to PDO, rights and redress mechanisms, financial literacy, cost benefit analysis) at the community level • Co-facilitate selected sessions at the PDOs (approx. 2 sessions/ batch) at the TTCs
Output 1.3 Men and women who want to migrate overseas are referred to effective and relevant skills development support activities. • Identify skills providers (incl. RPL) at local level and develop MoUs • Establish effective relationship with skill development training institutions for referral to effective and relevant skills development support activities for aspirant migrants. • Contribute to the development of a communication strategy to encourage migrant workers for skills training before migration • Roll out of communication strategy and refer potential migrant workers for skills training • Implement a tracer study to follow referred migrant workers, incl. analysis and improve strategies based on lessons learned • Facilitate TTCs and other Private Sector Training Providers (PSTPs) to organize annual job fairs for local and foreign markets
Output 1.4 Male and female migrant workers have access to effective legal support for addressing grievances. • Ensure that information on rights and legal redress are included in key safe migration messages and PEO to the community • Identify cases and complaints by social mobilizers/peer returnees • Analyze cases and complaints and refer to the appropriate redress mechanism (such as Grievance Management Committee (GMC), DLAC, courts, BEMT Arbitration, other legal aid support, etc.) • Case follow up in partnership with the legal aid NGO (where applicable) and feedback to the victimized migrant worker/ family member

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

Under Outcome 2, the partner organization is expected to coordinate and implement activities related to strengthening capacities of a range of duty-bearers to provide better services to migrants and their families.

On **access to information**, the MNGO will coordinate the process through rapport building and need based facilitation where applicable. LGI actors (such as UP members, CTC members and UDC entrepreneurs) as well as the Totho Apa of MOWCA) shall be capacitated in collaboration with NILG to provide selected key safe migration information. On the other hand, MNGOs will work closely with respective district level migration service providers department likely TTC's and DEMO. The PEO (pre-employment orientation) shall be provided by MNGOs at union level. TTC instructors in the target Districts shall be capacitated on innovative and gender-sensitive facilitation and training skills (aligned with ILO's review and revision of PDO manuals) so that the quality of the PDO is enhanced. The initiatives regarding PEO and PDO is mainly based on provisions enacted in governing acts, rules, policies and action plans.

In order to improve **access to justice** 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 MNGO closely coordinates and collaborates with the Legal Aid NGO. All partner organizations 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.

Output 2.1 TTCs, DEMO and LGI are trained to provide PEO and PDO (incl. skills referrals) services.

- Build rapport with BEMT/ DEMO/ TTC and other stakeholders
- Provide orientation on importance and different role of PEO and PDO to government institutions
- Contribute to needs assessment of current status of PDO by TTCs
- Contribute to mapping of existing PDO resources
- Contribute to develop improved PDO resources
- Contribute to training of PDO instructors as well as to specific PDO sessions at the TTC
- Develop training material for LGI actors (UP members, CTC members, UDC entrepreneurs) as well as Totho Apa, to provide key safe migration messages
- Train LGI actors to provide key safe migration messages

• Contribute to develop the content for awareness sessions of sub-agents on ethical recruitment • Train sub-agents on ethical recruitment
Output 2.2 ADR, law enforcement, BMET arbitration and legal aid organizations are strengthened. • Facilitate formation of GMCs (at Union level, 1 GMC covering 2 Unions) and Advisory Board • Organize, facilitate and contribute (on safe migration) to capacity building of GMC members • Provide secretariat support to the GMCs, incl. facilitation of bi-monthly/ need-based meetings, further referrals of unsolved complaints, etc. • Maintain online case documentation system on a regular basis • Contribute to Public Interest Litigation by collecting evidence (lead: legal aid organization) • Coordination and rapport building with BMET and other actors on access to justice

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

Under Outcome 3, the MNGO is expected to enable migrants and their family members to reduce exposure to external shocks by using remittances more effectively and eventually investing them more productively. This Outcome follows a two-pronged approach firstly building capacities of family members on financial literacy skills to manage their household finances sustainably allowing for (minimal) savings to invest productively.

On **financial literacy**, it shall closely collaborate with a specific service provider (likely an MFI) on the development of a) financial literacy module, and b) for financial literacy trainings to be provided by the MFI at grassroots level, through beneficiary selection, organizing financial literacy training and provision of follow up and mentoring support for the trained individuals. The MFI Service Provider, supported by the MGNO, will provide quality and longer-term financial literacy trainings for the households of families left behind by migrant workers, as they are the recipients and de facto managers of the received remittances, and therefore should be specifically targeted to promote the use of at least part of the remittance for investment or other purposes.

Subsequently, and in order to reduce dependency on remittances, interested family members of migrant workers shall have access to **quality entrepreneurship training** equipping them with skills and facilitating referrals to further skills trainings, so that they can establish a market-relevant business. The MNGO shall closely collaborate with a specific service provider on the development of a) Entrepreneurship module, and b) for entrepreneurship trainings to be provided by the service provider at grassroots level, through beneficiary selection, organizing training and provision of follow up. The MNGO shall further contribute to building relevant linkages with the formal financial institutions (agent banks), BKash agents, Ucash, microfinance organizations which are available in the local area. The MNOG shall also provide mentoring and follow up support to graduates of the business development trainings. Further, the MNGO also organize workshop with remittance related service providers.

The entrepreneurship training may be provided by the specific Service provider, where MNGO will closely collaborate with the service provider on

Output 3.1 Migrant workers and their families receive financial literacy training and business linkages. • Initiate and maintain linkages with formal financial service providers (banks, MFIs, etc.

• Contribute to the development of a financial literacy module • Participate in capacity building on financial literacy beneficiary selection • Participate in capacity building on mentoring and follow up on financial literacy • Contribute to mapping of remittances transfer mechanisms • Contribute to mapping of existing financial services • Selection of beneficiaries (based on criteria and needs assessment and training) • Provide follow up and mentoring support to those trained on financial literacy. • Build linkages through meeting /workshop/advocacy at district / upazila/union levels between trained youth & employers for job placement.
Output 3.2 Migrant workers and their families use remittances for productive purposes. • Contribute to mapping and mobilization of savings and micro-credit schemes • Contribute to value chain assessments • Contribute and update profiling of business opportunities at local level • Beyond the value chain assessment, identify potential trades in terms of profitability matrix and motivate beneficiaries to involve in income generating activates. • Selection of beneficiaries (based on criteria and needs assessment) • Organize business development trainings for 3’500 family members • Facilitate market and service provider linkages • Build rapport with the local business/bazar entities (incl. Chamber of Commerce at local level) • Identify appropriate private sector actors & have MoU signed with them for both agricultural and alternative livelihoods related business initiative. • Participate in capacity building on mentoring on income generating activities • Follow up and mentoring on business initiatives/ income generating activities developed by families left behind who are graduates from the business development trainings.

4 Profile of the Applicants & Required Competencies

The Partner Organizations need to have the required competences in regard to project management, project implementation, safe labor migration, access to justice and preferably including remittances management. 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. But bidders may submit proposal for more than one District (with a maximum of 2).

The MNGO will have the following characteristic and capacities:

Knowledge & Experience

- Have a sound understanding of the migration context in Bangladesh, including relevant track record of project implementation.
- Have proven expertise and a track record of working on safe labor migration for low-skilled migrant workers in the Bangladesh – Middle East labor migration corridor (experience of a minimum of 3 years required) at local, national and regional level.
- It is an asset to have experience on remittances management, including financial literacy and business development.

- Have a proven track record of establishing and maintaining referral mechanisms for project beneficiaries. It is an asset of having set up referral mechanisms for legal redress for migrant workers.
- Count on a solid network of organizations working on labor migration both in Bangladesh and in the countries of destination.
- Demonstrate willingness to work through an integrated approach on safe migration, access to information, access to justice and remittances management. A proven track record of this approach is an asset.

Methodological competencies

- Have a track record of building capacities of local government institutions, DEMOs, TTCs, etc.
- Specific competencies in capacity development by means of training, mentoring, peer-learning, campaign and network development.
- Have a track record of coordinating with local government institutions, 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.
- Have a solid track record of working with other national NGOs in jointly implementing projects and deep involvement in social movement on the different social issues.
- Knowhow as well as analytical and management capacities to facilitate dialogue, ensure Civil society engagement, advocate Local government influence and policy advocacy.
- Competencies to inform policy makers and influence changes in the legal framework are of vital importance.
- Have gender and anti-discrimination policies in place, 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 Bangladeshi NGOs, registered with the NGO Affairs Bureau, and not branches of international NGOs.
- Have 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 Mio 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.
- The bidder has the necessary experienced personnel at his disposal to be able to fulfil the mandate.
- Implementation and outreach capacity in the proposed areas (Districts, Upazilas, Unions).
- Have prior field presence in the geographical areas (Upazila level) of the project incl. physical presence (as no additional offices are allowed to be set up under this project).
- Track record in terms of access to and acceptance by the communities in the proposed areas.
- Presence in the proposed areas beyond the life of the project.

- Willingness and openness to closely collaborate with the NGO specialized on legal aid for the access to justice component.

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 Annexes III and IV.**

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 areas	10%	Max. 15
AC 3 Section Three	Thematic/technical competence in safe migration, access to justice, remittance management (incl. financial literacy)	30%	Max. 25
AC 4 Section Four	Linkage and rapport with relevant local, national and regional networks, institutional stakeholders and policy influencers, as well as synergy projects.	20%	Max. 15
AC 5 Section Five	Financial proposal • 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 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	20%	Max. 15

	P min = Price of the lowest Proposal		
	Total		120

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

1) 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 including 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 III and IV).

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- MNGO (1st Call) SIMS'** in the subject line along with a forwarding letter.

9 List with Annexure

Annex I	Geographic locations
Annex II	Draft SIMS Logframe
Annex III	Technical Proposal Format
Annex IV	Financial Proposal Format