**Request for Proposal (RFP)**

# The International Organization for Migration (IOM) is inviting interested Consultant to conduct an End term Evaluation of the Project on Addressing Trafficking and Smuggling through improved border management and Counter Trafficking Responses in Cox’s Bazar in Bangladesh as per below Terms of Reference (ToR):

***Project background***

Rohingya living in Cox’s Bazar is a population highly vulnerable to being trafficked or smuggled. Rohingya often believe they lack viable alternatives to irregular migration, and systems for addressing trafficking in persons, other associated forms of abuse and exploitation, and irregular cross-border movements are limited and critically stretched. The government of Bangladesh agencies struggle in responding to this challenge and in effectively managing the border in general.

Nearly one million Rohingya live in Cox’s Bazar District, Bangladesh in vulnerable conditions as part of a protracted humanitarian crisis taking place since the 1990s. Since August 2017, over 670,000 Rohingya have crossed into Bangladesh seeking refuge in host communities, existing makeshift settlements, and new spontaneous sites in Ukhiya and Teknaf Upazilas, Cox’s Bazar. Based on a preliminary assessment on TIP indicators conducted by IOM, the extreme levels of desperation among the Rohingya community, a general lack of awareness of the risks of human trafficking, and the perceived absence of alternative coping mechanisms have created favorable conditions for organized crime to strengthen their unlawful actions by expanding their illegal market. IOM expects traffickers to increasingly scale up its targeting of the Rohingya population. Under the proposed project, urgent protection initiatives targeting victims or potential victims of trafficking, particularly woman heads of household and unaccompanied migrant children, and the emergency capacitation of law enforcement and border management duty bearers will be prioritized.

Furthermore, GoB agencies are involved in improving the human trafficking situation and faced challenges in effectively managing the borders and law enforcement agencies to cope with risks of trafficking and smuggling. Without improving infrastructure, capacity, and technical skills it seems difficult to control irregular migration, particularly trafficking and smuggling. As part of the project, IOM has worked to address Trafficking and Smuggling through improved border management and Counter Trafficking Response in Bangladesh, IOM has worked with the Government of Bangladesh, Border management authorities and Rohingya people to prevent trafficking in persons and its associated abuses, protecting victims, and facilitating investigations with more effective border management and law enforcement capacity and practices. IOM has also focused on improving the capacity of agencies, local communities and religious leaders on issues related to counter-trafficking and border management.

In response to the COVID 19 pandemic, IOM Bangladesh has brought necessary changes in the middle of the project interventions. Number of emergency responses have been brought in place with exception of several capacity-building activities. In coordination with GoB agencies, IOM Bangladesh has conducted assessment and relevant capacity building activities at ten Point of Entries (PoE) in Bangladesh. Along with this, IOM Bangladesh has developed the Standard Operating Procedures for sea and land borders including (suspected COVID 19 cases and Screening) for communicable disease identification and notification of ill travelers, establish PoE Health Border Mobility Management (HBMM) taskforces at POEs and provided logistical and technical support to POEs.

To this end, to gain a better understanding of the impact of the project implementation and evidence base on the knowledge and awareness of trafficking and smuggling amongst Rohingya people, IOM is planning to conduct a comprehensive end evaluation. Findings from the assessment will provide insight of the impacts of the project on the needs, decision making process and (mis)perception of Rohingya and law enforcement agencies and to measure the humanitarian counter-trafficking response and long-term development approaches to creating sustainable and effective border management mechanisms.

**Project Summary:**

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| **Project title:** | Addressing Trafficking and Smuggling through Improved Border Management and Counter Trafficking Responses in Cox’s Bazar |
| **Project type:** | Counter Trafficking (CT) |
| **Geographical Coverage:** | Cox’s Bazar (Rohingya Camp), 10 PoE’s in Bangladesh  PoE’s are 1) Tamabil, Sylhet; 2) Zakiganj, Sylhet; 3) Sonamasjid, Chapai Nawabganj; 4) Bibir Bazar, Cumilla; 5) Hili, Dinajpur; 6) Banglabandha, Panchagarh; 7) Burimari, Lalmonirhat; 8) Benapole Railway Station, Jashore; 9) Bhomra, Satkhira; 10) Mongla Sea Port, Bagerhat |
| **Executing agency:** | International Organization for Migration (IOM) |
| **Beneficiaries:** | Undocumented Myanmar Nationals in Cox’s Bazar, Government agencies working on border management and addressing counter-trafficking and Public Health Emergencies of International Concern. |
| **Partner(s):** | Ministry of Home Affairs, Border Guards Bangladesh, Bangladesh Coast Guard and Bangladesh Police, Department of Immigration and Passports, Ministry of Health and Family Welfare, and the Communicable Disease Control Unit of the Directorate General of Health Services |
| **Management site:** | Dhaka |
| **Project Duration:** | 12 Months |

The successful consultancy firm/individual will work closely under the Programme Manager in Bangladesh in coordination with the Monitoring, Evaluation and Accountability (MEAL) Unit.

**Objectives of the Study:**

The objective of the overall assignment is to conduct an End term Evaluation of the overall project implementation following OECD-DAC criteria and document the outcomes and impact of the interventions against human trafficking and smuggling in Bangladesh.

The specific objectives of the study are:

1. To measure the project performance according to the project’s log frame indicators from base line to end line, and assess the changes in the level of knowledge, attitude and practices (KAP) on safe migration and human trafficking among Rohingya people in settlements and Host communities in Cox's Bazar and the risks associated with irregular migration.
2. To better understand which government border control mechanisms, including interactions with Law Enforcement Agencies and Army have been utilized by Rohingya people to access assistance for counter trafficking and smuggling.
3. To evaluate and assess the relevance, effectiveness, efficiency, coherence, sustainability, and impact of the interventions in selected PoE’s under COVID 19 response.
4. To evaluate and assess the relevance, effectiveness, efficiency, coherence, sustainability, and impact of awareness raising interventions and methods used targeting the Rohingya people.
5. Document lessons learned, case studies and promising practices of the interventions to inform future programming.

**NB: Kindly note that Objective 3 & 4 above have to be effectively addressed separately in your Technical proposal and reports.**

**Scope of the Review**

The end evaluation will cover the period August 2019 to December 2020 and use inclusive and participatory approaches to cover all relevant stakeholders. These include IOM at national, regional and HQ offices, different government agencies as implementing partners (Ministry of Home Affairs, Border Guards Bangladesh, Bangladesh Coast Guard and Bangladesh Police, Department of Immigration and Passports, Ministry of Health and Family Welfare, and the Communicable Disease Control Unit of the Directorate General of Health Services) . The project went through no cost extension due to COVID 19 pandemic and to respond to the growing crisis of the pandemic, the project introduced and modified some activities through cost diversion of the budget.

The Consulting Firm/individual consultant will be responsible for preparing and carrying out data collection and analysis and producing the deliverables outlined below.

**Evaluation Criteria for the End term Evaluation:**

The end evaluation will use all the six criteria from the OECD-DAC guidance namely relevance, effectiveness, efficiency, coherence and sustainability as well as cross-cutting issues of gender, and human rights.

**Guiding Questions**

The firm is expected to expand and operationalize on the below review questions

1. **Relevance**

* How do the intended results align with and support government policies and national strategies?
* How has the project responded to the needs of the target beneficiaries, both the needs of government and beneficiaries?

1. **Effectiveness:**

* How have the activities, project outputs and outcomes been implemented and achieved in accordance with the stated plans, or are they on track to being achieved?
* What were the major external and internal factors influencing the achievement of the project’s expected outputs and outcomes, including both contextual factors and other related interventions?

1. **Efficiency**

* To what extent were resources (time, funds, expertise) adequate to implement the activities and achieve the outputs?
* How well were the resources (funds, expertise, and time) used so they could be converted into results?

1. **Impact**

* What were the effects of the intervention on participants’ lives and institution? Did a specific part of the intervention achieve greater impact than another? Did the intervention contribute to long-term intended results?
* Were there unintended (positive or negative) effects of assistance for participants and nonparticipants?

1. **Sustainability:**

* What is the likelihood of the generated benefits to continue once external support ceases?
* What are the major factors affecting sustainability, including any identified challenges faced by IOM, the implementing organization and national/sub national stakeholders?

1. **Coherence:**

* (Internal Coherence): To what extent the project synergized and interlinked with other interventions implemented by IOM regarding human trafficking in Bangladesh; and to what extent the project’s interventions correspond to SDG’s target 10.7, the Global Compact for Migration, and other relevant human rights treaties?
* (External Coherence): To what extent the project synergized and interlinked with interventions of the Government of Bangladesh and donor communities regarding human trafficking?

1. **Human Rights and Gender**

* To what extent were human rights and gender related issues considered in design and implementation?
* Is the project benefiting stakeholders equally, particularly returnees (regular and irregular) regardless of their socio-economic background?

IOM Bangladesh is interested in all conclusions that can be reached by the firm on the above questions, but the conclusions (including lessons learned) and recommendations should give focus if possible to assess the extent to which the project achieved the project objectives and suggest recommendations to modify the project based on changed context.

**Proposed Methodology:**

1. The proposed methodologies will involve a combination of desk review and in-depth interviews to gather and triangulate data from beneficiary and partner with project data (secondary quantitative and qualitative data). Specifically, the following methodologies are proposed, and to be revised by the firm as agreed during the inception phase
2. Review of project documents (proposal, reports, work plans, monitoring data, budget, financial report, annexes etc.); relevant IOM strategies and guidance; relevant national strategies and action plans (home-based, desk study);
3. Focus group discussions with project beneficiaries and staff (field work in Bangladesh). Key in-depth informant interviews with the IOM staff, partner staff at all levels, state, and non-state authorities, for Objective 3 and 4 above. This may involve interviews with a limited sample of returning migrants at few PoEs
4. Observations of field-based activities, including provision of immediate assistance, awareness raising activities, community meetings among others (field work in Bangladesh);
5. Conduct Knowledge Attitude Practice (KAP) Survey on safe migration and human trafficking to measure the awareness raising activities in selected districts of Cox’s Bazaar.
6. Collate and analyze key findings, make informed and analysis-based conclusions including lessons learned, develop recommendations, and produce draft report (home-based);
7. Disseminate the preliminary findings for validation by stakeholders (Bangladesh). Produce end term evaluation deliverables in English language (home-based).

**NB: Kindly note that while the final sample size and sampling will be agreed during the Inception phase, a minimum of 600 should be considered for comparative purposes.**

**Study Area & Target Population**

The study area will be Rohingya Settlement and Community people in Cox’s Bazar, government border control authority and PoE authorities in different districts. The target population groups are:

* + Rohingya in Settlements and Host Communities
  + Border Guard Bangladesh, Bangladesh Police, Bangladesh Coast Guard
  + PoE personnel to address Public Health Emergencies of International Concern
  + Selected districts which had functional PoEs during the Covid-19 pandemic (at least 3 from the following list: 1) Tamabil, Sylhet; 2) Zakiganj, Sylhet; 3) Sonamasjid, Chapai Nawabganj; 4) Bibir Bazar, Cumilla; 5) Hili, Dinajpur; 6) Banglabandha, Panchagarh; 7) Burimari, Lalmonirhat; 8) Benapole Railway Station, Jashore; 9) Bhomra, Satkhira; 10) Mongla Sea Port, Bagerhat

**Deliverables**

The deliverables expected from the Consulting firm include the following:

1. Inception report should include a detailed methodology, review matrix and workplan. The Evaluation Matrix will demonstrate the Firm’s understanding of the ToR and outline data collection and analysis plans, to be completed and reviewed by the Project Team prior to the field visit.
2. Study Protocol, to include all the data collection tools that will be used, the data collection schedule, and all areas of the assignment that the firm requires support from the Mission.
3. End term Evaluation Draft Report, using an agreed structure, summarizing all the findings of the primary and secondary data. All the key stakeholders will provide feedback to the report.
4. PowerPoint Presentation, summarizing the key findings in a systematic way, to be presented as preliminary findings to the stakeholders, and solicit their feedback.
5. End term Evaluation Final Report will be produced, incorporating feedback from the stakeholder workshop and comments from project staff.
6. Review Brief (two pager) to facilitate sharing of the key findings, conclusions, and recommendations.
7. All deliverables are to be written in English and meet good language standards. The final report should meet the standards laid out in the UNEG Quality Checklist for Evaluation Reports and comply with IOM internal guidelines on Housing and styling.

Based on the TOR, the firm will have a series of inception meetings and carry out a review of documents provided by the Project Manager and draft the Inception Report for review by the Project team.

**Inception Phase**

In the desk research Phase, the relevant project documents should be reviewed: The Project proposal, budget, the relevant guidelines, flash updates and reports with the annexes.

Deliverables:

* The firm will prepare (i) an Inception Report with detailed methodology, End term evaluation matrix, workplan, indicative list of people to be interviewed, and (ii) A Study Protocol, with the tools and field visit schedule.

**Data Collection Phase**

The firm will carry out the assessment in the Cox’s Bazar districts and other selected PoEs in Bangladesh including national level stakeholders, for both Objective 3 and 4 above. The data will be collected according to the agreed methodology and field visit schedule.

Deliverables:

* Complete dataset, and transcripts from the qualitative methods.

**Analysis and Report Writing Phase.**

This phase is devoted to the development and submission of the draft End term evaluation report, and two-page brief.

Deliverables:

* The firm will submit a Draft End term Evaluation Report. Based on comments to the draft report, the firm will submit a PowerPoint Presentation, the Final report along with a two-page summary of findings.

**Submission Package and Method of Applying:**

Each Submission should include the following:

1. Technical proposal: Including methodology, work plan, details of organization/consultants including experience and expertise. Cleary indicate the profile of the Lead Consultant and the team that will work on the assignment.
2. Financial proposal: an all-inclusive proposal with a breakdown of all costs considering the following:
   * Proposal must include professional fees and all data collection fees
   * Costs associated with the National Sharing and Validation Workshop and publication of the reports will be borne by IOM.
3. Sample Reports: Two recent sample of Evaluation or Review reports, of related work concluded during the past 2-3 years.

Please mention the reference code ***CT/CO-548/2020/016: RFP: End line Evaluation of the project “CT.1160”*** in subject line during application. Interested persons are invited to submit required documents by **December 12, 2020**, e-mail to: [**faahmed@iom.int**](mailto:faahmed@iom.int)via below mentioned email submit following three separate pdf files ***(attachment size should be less than 9 MB)***

The total duration for this assignment is proposed to be approximately 5 weeks.

**Workplan :**

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| **Activity** | **Responsible** | **Timeline** |
| Compile and share relevant documentation | Project Manager | 2 days |
| Review documents and prepare a detailed inception report, including the review matrix and the data collection tools | Firm | 4 days |
| Prepare a Study Protocol | Firm | 3 days |
| Planning and facilitation of the data collection activities, logistical arrangements, and schedule | Firm/Project | 5 days |
| Data collection, including travel time | Firm | 10 days |
| De-brief Project Team at conclusion of data collection activities | Firm | ½ day |
| Draft report | Firm | 5 days |
| Review and comments on the draft report | Project Manager | 2 days |
| Stakeholders Meeting | Project Manager/Firm | ½ day |
| Final report, Report brief | Firm | 2 days |
| Translation of the brief and sharing it with stakeholders | Project Manager | 1 day |
| **Total** | | **35 days** |

**Qualifications and Background**

* Advanced university degree in social sciences, with extensive theoretical and practical experience in conducting quantitative and qualitative research in Bangladesh – preferably in the field of migration and human trafficking.
* Proven technical capacity (data collection and analysis through STATA/SPSS) in survey.
* Experience of working in Rohingya issue including trafficking would be added advantage.
* Ability to submit a concise and well written report in English based on the field information/results of the study. .
* Ability to gather information in an objective appropriate and sensitive way by actively listening, paying full attention to the situation and information of participants.
* Fluent in Bangla and English.
* Ability to enter, transcribe, record, maintain data/information in Excel.

**Selection criteria**

* Technical proposal, cover letter explaining interest in the role, sample of previous work (as per below mentioned format), budget of estimated costs, CV of data collectors.

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| **SL#** | **Study Type** | **Study Title** | **Study Details (Summary)** | **Study Locations** | **Clients** | **Year** |
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* **Proven technical understanding of humanitarian programming (either through CV or sample of previous work) and ability to measure behavioural change.**

**Evaluation Criteria and Weight:**

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| Criteria | Required areas | Score |
| Eligibility | a. Consulting firm or Individual consultant should have minimum 5 years of relevant business experience  b. Consulting firm need to be submit the updated legal  documents (Copy of Trade Licence, TIN  certificate and BIN Certificate)  or for individual consultant should submit the required legal documents to perform the job as individual consultant | **PASS /FAIL** |
| Technical Evaluation | a. **Organization or consultant Profile -------- 10**  **b. Methodology -------------------------------------20**  **c. Work Plan -----------------------------------------8**  d. **Sample of relevant work experience -----15**  (consulting firm /individual should submit at least 3  sample works along with proposal)  e. **Expertise of Resource --------------------------7**  - Team Leader /Key Management expertise  - Other resource expertise  f. **Client List –( at least 10 client)-----------------10**  [ firm or individual consultant share the list of client of the following categories of organization   * UN Organizations/ Diplomatic mission * INGO/Development Partners * International Organizations * Government /reputed Organization etc] | **70** |
| Financial Evaluation | Price Proposal/ Cost of the Proposal | **30** |
|  | Total Score | **100** |