
TERMS OF REFERENCE

BASELINE STUDY FOR THE SIMS PROJECT

Contract no:

Project/mandate name: SIMS

Employer

HELVETAS Swiss Intercooperation Bangladesh

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Email

Consultant



Email

Contract duration

from

to

1. Background

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

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

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

With this call for proposals, Helvetas is looking for a consultancy to carry out the baseline study for this project.

2. Objective(s) of the consultancy

The baseline study will focus on baseline data collection for a set of indicators inscribed in the project LF with further shading light on gender and social equity (GSE) dimensions, gender governance, and Covid-19 implications for migrant workers. This baseline study is a key document, as it collects the data for a longer-term project (presumably with more than 1 phase), hence at the beginning of the project is the right moment to ensure that all the data is collected that could be of interest later on in the project period. In addition, the baseline study report will be used as a measurement to monitor the project progress against the set indicators over the course of the project implementation.

Alongside the establishment of baseline status against the set indicators the study seeks further answers of the following questions: Whether the sources of information and means of verification indicated in SIMS logframe are well fitted to provide information need against respective indicator and provide evidence of progress respectively. Secondly, how effectively and efficiently a tracer study could be conducted in the migration context considering migrant workers' presence in different countries of destination, and the use of different information/ communication mode?

3. Expected results (or Output)

The following deliverables are to be made available at the different stages of the study:

- ✓ An inception report;
- ✓ Draft research methodology, questions and data collection tools, and sample frame before field work started;
- ✓ Data collectors (mainly PNGO field staff) are oriented on data collection tools and methodologies;
- ✓ Final research methodology, data collection tools, and sample frame after field test;
- ✓ Draft baseline report in word document for feedback collection;
- ✓ Presentation on draft report;

- ✓ All raw data entered into data entry template and the analysis file (in appropriate statistical software) are made available to SIMS project, allowing for future further analysis on the data;
- ✓ All hard copy of filled out data;
- ✓ Final baseline report both in hard and soft copy; and
- ✓ Answers to the additional questions under study objectives section (2).

4. Main Tasks and Activities of the Assignee (or consultant)

The following steps detail out the tasks and activities for the assignee.

Step 1: **Analyze and review the existing documents** which gives a thorough understanding of SIMS project, gender and social equality aspect in SIMS, Covid-19 consequences in the life and livelihoods of migrant workers and their family members;

Step 2: **Design a baseline study** that includes sample frame, tools to be used for data collection, detailed information sources, major content of each data collection tool that give the indication of safe migration, access to justice, remittance management, covid-19 implications on migrant workers and GSE, data quality control and data analysis, way of engagement of data collectors, partners and stakeholders, reporting frame and contents that cover status against indicators, GSE dimension in LF and project, and status of covid-19 consequences. Submitting an inception report outlining the design and key questions and organize a workshop to discuss feedback to the questions.;

Step 3: **Develop and finalize data collection tools** which include sharing, accommodating and agreeing on tool types & contents with HELVETAS-SIMS, orient data collectors, field testing of the tools. In parallel develop the data entry template and analysis frame;

Step 4: **Rolling out of data collection** through the PNGOs collectors, on-spot field verification and at supervisory level;

Step 5: Fulfilling the **task of data entry, coding, cleaning, data analysis, interpretation**, etc;

Step 6: Prepare **draft report covering status against indicators, GSE dimension in LF and project, and status of covid-19 consequences** and comments and recommendations on indicated data sources, means of verifications and effective tracer mechanism in migration context. Submitting draft report to SIMS team and relevant stakeholders for feedback;

Step 7: **Feedback accommodated** and arranging a **debriefing session** of the report; and

Step 8: Submission of **final report** both in hard and soft version, also all raw data in the data entry template.

5. Working methodology

The following approach should be followed to complete the assignment properly:

- ✓ A well-balanced team will be formed considering the competency and experience area of programmatic, research and analysis, gender and social equity, and covid-19 consequences.
- ✓ The assignment shall take into consideration the review of the documents on safe migration information, access of migrants to justice, remittance management and alternative income generation by the migrants' families; SIMS Logical Framework;

- Gender and Social Equity (GSE) document; and implications of Covid-19 pandemic in the whole migration cycle;
- ✓ Building on that, sampling frame and data collection tools (questionnaires, KII, FGD guiding notes, in depth interview, etc.) and methodology to be developed that cover representativeness of beneficiary, stakeholders, programme components, service delivery and systemic change aspect, geographical distribution, gender and social equity, covid-19 consequence; quality and quantity aspect of indicators; data integrity and research ethics;
- ✓ Standard data analysis and baseline reporting frame to be developed and followed;
- ✓ Data collection tools are to be pretested and finalized;
- ✓ Equip the data collectors and supervisors with proper orientation while orientation supporting document developed;
- ✓ Data collection to be done; data to be entered into pre-defined template; in both stages quality control to be ensured; data analysis and interpretation to be done using appropriate statistical software;
- ✓ Draft baseline report to be produced by the firm/consultants and shared with SIMS team and relevant stakeholders for feedback;
- ✓ With the feedback accommodated debriefing made and final draft prepared by the consulting firm/ consultants; and
- ✓ Final report submitted both in soft and hard copies, all raw data also submitted.

6. Profile of the consultancy firm

The contract will be awarded to a recognized agency/ individual (lead person) which can propose name of the individuals to be involved with the following criteria:

- ✓ Experience of conducting baseline studies, evaluations, impact assessments or other types of programme evaluation studies/ research;
- ✓ Expert knowledge of monitoring & evaluation techniques and participatory research methods as well as of quantitative methods focusing baseline study in overseas migration context;
- ✓ Ability to write high quality clear and concise report in English;
- ✓ Ability to present data concisely and clearly;
- ✓ Demonstrable previous practices on research ethics including protection and respect for privacy;
- ✓ High level of understanding of overseas migration, access to justice in migration context, remittance management, enterprise development, gender and social equality, gender governance in development, covid-19 pandemic, key M&E and research tools and approaches;
- ✓ Membership in existing research networks and partnerships considered as added advantage;
- ✓ Previous baseline study experience in the area of overseas workers migration including their rights, migration and skill linkage in Bangladesh, remittance management, alternative IGA; and
- ✓ Disclosure of conflict of interest.

7. Time Frame of the assignment

The baseline study shall be expected to complete within 60 days beginning from the date of official commencement of the assignment. The budget of the baseline survey will be offered as per proposed activity line linking with person days involved.

Tasks / outputs and suggested timeframe

| Task/output | Tentative timeframe |
|----------------|---------------------|
| a) Sharing ToR | 22 December 2020 |

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| b) Submission of proposal | 6 January 2021 |
| c) Selection of successful consultant/ consulting firm | 23 January 2021 |
| d) Inception meeting with Successful bidder with Team Leader, M&E Specialist, Thematic component experts and Finance Manager of SIMS; and representatives from HELVETAS country management. Key background documents and existing data collection tools to be shared by SIMS project | 28 January 2021 |
| e) Work commence (both finalization of tools and methodologies including field test, orientation of enumerators and data collection, data entry). At this stage SIMS will support for arranging orientation and reaching out respondents. | 1 February- 4 March 2021 |
| f) Report preparation including data analysis | 4 March - 17 March 2021 |
| g) Draft report sharing and presentation | 18 March 2021 |
| h) Feedback on report by SIMS/HELVETAS/SDC | 25 March 2021 |
| i) Final report (including other deliverables) submission | 31 March 2021 |

8. Responsibilities of the involved parties

Consultancy Firm

Responsibility of Consultancy Firm/ individual consultant: The consultancy / consultant team will be primarily responsible to:

- ✓ Have on board experts with training, education, and experience in baseline study, research methodology, relevant thematic area on migration, gender and social equity, gender governance, covid-19 context;
- ✓ Develop the sample frame for the baseline survey;
- ✓ Design/adapt/refine (as appropriate) the baseline survey questionnaires and other tools;
- ✓ Arrange for the questionnaires and tools to fit into relevant local dialect and measurement units, i.e. land, production, etc.;
- ✓ Pre-test the questionnaires;
- ✓ Incorporate changes into the questionnaires after pre-testing the questionnaires;
- ✓ Orient the field supervisors and enumerators;
- ✓ Plan the field work logistics (some support will come from HELVETAS-SIMS);
- ✓ Conduct a pilot survey and revise the questionnaire based on the findings of the pilot survey;
- ✓ Prepare survey implementation and questionnaire documentation methodology e.g. guideline for enumerator, enumerator supervision methodology, etc.;
- ✓ Supervise survey implementation and ensure quality control;
- ✓ Develop the data entry programme, arrange for data cleaning, coding and entry; and
- ✓ Analyze and report the findings of the survey and provide datasets and final documentation.

HELVETAS

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

- ✓ Provide necessary key background documents on project interventions and thematic issues (SIMS logframe: Annex-A; Geographical coverage: Annex-B; GSE document,

- GenGov document and other related document to be provided to the finally selected firm);
- ✓ Provide background information on target beneficiary, stakeholders, project area, etc.;
 - ✓ Arrange primary sharing meetings for the better understanding of the assignment;
 - ✓ Provide management and expert opinion and support in designing and implementation of the methodology and tools;
 - ✓ Linking with stakeholders and beneficiaries for data collection purpose;
 - ✓ Linking with partners NGOs for data collection support (It is foreseen that PNGO staff would work as data collector);
 - ✓ Assisting for pre-testing and orientation of the data collectors; and
 - ✓ Arranging for payment.

9. Deliverables / Debriefing

The following deliverables shall be submitted by consultant:

- i. Copies baseline study report in print version (English version);
- ii. Electronic/ Soft copies in pen/ flash drive (portable USB) (in English Version);
- iii. Copies of data collection questionnaires and guideline (both Bengali and English version and in soft copies in pen/flash drive); and
- iv. Filled in data in spreadsheet or database (soft version) and analysis sheet in statistical programme

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

10. General Terms and Conditions

- HELVETAS Swiss Intercooperation reserves the right to accept or reject any proposal without giving any verbal and/or written rationale;
- All reports and documents prepared in relation to the assignment will be treated as HELVETAS Swiss Intercooperation Bangladesh property;
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Swiss Intercooperation Bangladesh;
- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Swiss Intercooperation. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- HELVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment
- The total budget for this assignment should cover all costs including consultants' fee for conducting the entire assignment until final deliverables submission. This should include remuneration, field-based travel (accommodation, transport, and per diems), and any miscellaneous cost;
- Pretest of questionnaire, orientation to data collectors, and data collectors cost will be borne under different arrangement;
- Firms are requested to propose payment modality. Government VAT and tax regulation will be applied, and these costs must be included in the financial proposal. The following terms and conditions will apply
- The Consultant will get the stipulated amount agreed by both the party through contract. No other cost will be borne by Helvetas Swiss Intercooperation Bangladesh.
- VAT Registration Certificate, TIN, Joint Stock Company Registration Certificate, Trade License (if applicable) must be submitted before the agreement is signed;

- The selected consultant/ consulting firm is requested to affix required revenue stamp while submitting the bill.
- The selected consultant/firm will abide by other terms and conditions of Helvetas Swiss Intercooperation Bangladesh.
- The selected consultant/ firm adheres to the Helvetas Code of Conduct (see Annex- C – to be provided upon signature of contract).

11. Mode of payment

- Fees for the service will be paid in deliverable basis. The service provider will submit Invoice for the each of the deliverable just after completing the deliverable. Based on this Invoice Helvetas finance and focal person for the service provider recommended and the payment will be made.
- Payment will be made through account payee cheque or through bank transfer in three instalments upon receiving following deliverables:
 - *1st instalment: 30% will be paid upon receiving inception report
 - *2nd instalment: 30% will be paid upon receiving draft report
 - *3rd instalment: remaining 40% will be paid upon the acceptance of final base line report

Payment would be made through an Account Payee Cheque/ Bank Transfer directly. For payment, the contracted party has to submit an invoice duly describing the agreed accomplishment. It is noted that the contracted party must fill up their accounts number as per instruction i) Account name ii) A/C number iii) Bank name iv) Branch name v) Routing numbers and vi) E-mail address.

All payments will be subject to deduction of VAT and tax as per Govt. rule. As per Government of Bangladesh VAT and tax regulation; International consultants are taxed at 15% VAT (on contract amount) and 20% tax (on contract amount +VAT); National consultants are taxed at 15% VAT and 10% tax;

12. Evaluation criteria

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

| Selection criteria | Scores |
|--|--------|
| Proposed methodologies and tools are in compliance with standard research methods; logical and result oriented self-explanatory sufficiently detailed presentation; well-balanced team composition toward achieving the results within set time frame and desired quality. | 10 |

| | |
|--|-----------|
| <p>Evidence of experience in (not limited to)</p> <ul style="list-style-type: none"> ➤ Baseline study in the field of overseas migration focusing safe migration, migrants' legal aid support, and remittance management by MW and family members; ➤ End line study connected to established baseline; and ➤ Baseline study in the field of development sector other than migration sector (e.g. rights, livelihoods, etc.). <p>A sound understanding of the following is considered a strong asset</p> <ul style="list-style-type: none"> ➤ Overseas migration context in Bangladesh and major destination countries, national and international migration policy framework; ➤ Access to safe migration information; ➤ Linkage between migration and skill development and skill provisioning in Bangladesh; ➤ Migrant workers' rights and access to justice for migrant workers; ➤ Financial literacy and remittances management; ➤ Functioning of enterprise in value chain; ➤ Measurement of performance of development work; ➤ Current migration trend including in the age of Covid-19 pandemic; and ➤ Gender and social equity, gender governance in development context specially in migration context | 20 |
| Agency profile (if any) and CVs of the key consultants | 10 |
| Costs – value for the assignment with justification | 10 |
| TOTAL | 50 |

13. Application process

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

A brief Technical Proposal that contains -

- i. Cover page with contact details of the applicant(1 page)
- ii. Table of content (1 page)
- iii. Abbreviations and acronyms (1 page)
- iv. Introduction and understanding of the assignment (maximum 1 page)
- v. Description of relevant thematic and skill related experience and expertise of the firm/consultants for the mandate (maximum 2 pages)
- vi. Methodology (including proposed work plan, sample frame, tools & methodology and approach, time line of each level of tasks (maximum 5 pages)
- vii. Brief CVs (in the main proposal) of key members, and team composition highlighting research experience and thematic competency area relevant to the study (maximum 2 pages)
- viii. Financial proposal (with necessary breakdown) will be sequential to technical proposal that contain detailed budget (financial part) for the study which must be inclusive of VAT. This should detail consultants itemized fees, data collection and administrative costs, etc. (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption) (maximum 2 pages)

- ix. References: Names and contact details of two organizations for which similar work have been conducted in the last five years

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

Interested and qualified consultants/firms are asked to submit their Technical and Financial Proposals to recruitmentbd@helvetas.org. Please write "SIMS Baseline Study Consultancy" in the subject line. The proposals should be submitted **by 5 pm BST on 6 January 2021**. We are only able to consider electronic submissions.

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

14. Documents

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

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

15. Annexes

Annex-A: SIMS logical framework

Annex-B: SIMS geographical area (District, Upazila and Union)

Annex-C: Helvetas Code of Conduct **(to be provided upon signature of contract)**.