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TERMS OF REFERENCE UNICEF LACRO

INSTITUTIONAL CONTEST

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Review of Children on the Move in Latin America and the Caribbean

Many children in Latin America are on the move. They may be 'migrants[1]', 'internally displaced'[2], or 'refugees'[3] seeking asylum[4]. Some are unaccompanied[5], some separated from their parents[6], and others are travelling with families. Some are stateless.[7] There are many factors that influence a decision to migrate or not, which can be environmental, economic, influenced by community violence and legal and social norms, and by access to key services. Some move for work including for child labour[8], others to study, some are forcibly displaced or others seeking to reunite with their families.

There are different motivations for migration and results of migration for different aged children, as well as between boys and girls. Migration can have both positive and negative implications for children depending on the context and including whether the change is voluntary, planned in advance, whether moving as an individual or family, as well as the experiences on route.[9] In some instances this is a revolving

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[1] A migrant is an individual who moves, or has moved across an international border, or away from their habitual place of residence within a state – regardless of their legal status, whether they move voluntarily or involuntarily, why they move, or how long they stay. (UNICEF Children on the Move Training 101, 2021)

[22] according to the *United Nations Guiding Principles on Internal Displacement,* are "persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized state border.

[3] A refugee is an individual who has crossed an international border and is unable or unwilling to return to their country of origin owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinions, in line with the 1951 Refugee Convention

[4] An asylum-seeker is an individual who has sought international protection and whose claim for refugee status has not yet been determined (1951 Convention relating to the Status of Refugees)

[5] Unaccompanied children are children who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so (Interagency Guiding Principles on Separated and Unaccompanied Children, ICRC 2004)

[6] Separated children are those separated from both parents, or from their previous legal or customary primary care-giver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members (Interagency Guiding Principles on Separated and Unaccompanied Children, ICRC 2004)

[7] A stateless person is an individual who is not considered a citizen or national under the operation of the laws of any country. (UN Convention on Statelessness, 1954)

[8] Child Labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development (ILO https://www.ilo.org/ipec/facts/lang--en/index.htm, accessed 18 June 2021)

[9] UNICEF (Upcoming) *A Systematic Review on the Nature, Magnitude and Consequences of Violence against Children in Latin America and the Caribbean.*

door of migration, return and migration again, be that in country or cross border, and sometimes this was planned and other times it was determined by immigration services.

Latin America and the Caribbean stretches from Mexico to Chile and includes the Caribbean. In the region there are 2 main cross border migration routes – the outflow from Venezuela and the migration from the Northern part of Central America[10] through Mexico to the US. As of February 2021, approximately 5 million Venezuelans[11] left their country, and many of them are in transit in countries within the region. In Central America and Mexico there is extensive movement northwards to the United States of America (USA). Moving through Central America are not only people from the region but also from Asia and Africa who travel to the region to then seek refuge in North America. As of December 2020, there were approximately 515,000 refugees and asylum seekers from the North of Central America.[12] Another significant migrant flow is from Haiti to Dominican Republic, with some estimates as high as 800,000. Latin America and the Caribbean is the second most disaster- prone region in the world.[13] Just 2 hurricanes, Eta and Iota, in November 2020, displaced an estimated 600,000 people.[14] It is estimated that there are 318,000 internally displaced people in Honduras and El Salvador,[15] and in many cases cross border migrants are first displaced internally.[16] In Colombia 5,841,000 people were displaced by 2019.[17] The internal migration flow, apart from IDPs is less well known, as is movement for child labour in country or across borders.

UNICEF is responding to children in communities of origin, when they are in transit, reach their destination and when they return. Programmes[18] are implemented with government and other partners, and target girls and boys of different ages and sometimes also their families. Many of the programmes for migrants are very similar, if not the same as programmes for children who are not on the move. These include programmes such as capacity building of the workforce, reducing child labour, strengthening care

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[10] Made up of Honduras, Guatemala, and El Salvador.
[11] According to the figures of Coordination Platform for refugees and migrant from Venezuela. https://r4v.info/en/situations/platform. Countries that have accepted the majority of Venezuelans: Colombia 1,8 million and Peru 900,000 (https://www.unhcr.org/globaltrends2019/)
[12] UNHCR, 'Fact Sheet North of Central America Situation. November - December 2020', December 2020, https://reporting.unhcr.org/sites/default/files/UNHCR%20NCA%20situation%20fact%20sheet%20November%20-%20December%202020.pdf (accessed 1 April 2021).
[13] OCHA. (2000) *Natural Disasters in Latin America and the Caribbean 2000-2019.* OCHA ROLAC, Panama. https://reliefweb.int/sites/reliefweb.int/files/resources/20191203-ocha-desastres_naturales.pdf (accessed 29 March 2021)
[14] UNHCR, 'Fact Sheet North of Central America Situation. November - December 2020', December 2020, https://reporting.unhcr.org/sites/default/files/UNHCR%20NCA%20situation%20fact%20sheet%20November%20-%20December%202020.pdf (accessed 1 April 2021).
[15] UNHCR, 'Fact Sheet North of Central America Situation. November - December 2020', December 2020, https://reporting.unhcr.org/sites/default/files/UNHCR%20NCA%20situation%20fact%20sheet%20November%20-%20December%202020.pdf (accessed 1 April 2021).
[16] UNICEF (upcoming). Evaluation of children on the move programming in Mexico and Central America.
[17] https://www.unhcr.org/globaltrends2019/
[18] For a review of programmes for migrants see ILO, IOM, ODI, UNHCR, UNICEF (2020) *What Works to Protect Children on the Move.* UNICEF, New York. https://www.unhcr.org/en-us/research/evalreports/5fbd213c4/rapid-evidence-assessment-works-protect-children-move.html?utm_medium=email&utm_source=govdelivery (accessed 6 July 2021).

services, law and policy reform, violence response including gang violence, education services including schooling, back to school programming and skills development, parenting programmes, and strengthening health and nutrition services. Some services that are for all children are adjusted to target migrants such as psycho-social support programmes. There are other services that seem more specific to migration children such as reception centres, communication initiatives and legal support focusing on unsafe movement, non-custodial care, cross border collaboration initiatives, best interest determination, registration, and family tracing and reunification, as well as initiatives to combat xenophobia. There are some programmes that seem to focus on communities of origin, destination and return, that are specific to migrants, such as income transfers.

UNICEF is developing its regional migration programming framework[19] that looks at the types of programmes that may support children in each of the four contexts – community of origin, transit, destination and return – be that within a country or cross border. This framework will be evidence based, proactive, and aims to ensure that options are available for children on the move and potential migrants. It will consider rights-based and gender-transformative principles across the humanitarian-development nexus, noting the multitude of reasons a child may be considering moving or on the move. This review will contribute to the development of this programming framework.

The UNICEF Latin America and Caribbean Regional Office is based in Panama, operating in 36 territories, including 24 country offices. The UNICEF offices in the region have prioritised safe migration, including access to all services (health, education, WASH, social and child protection) that promote a child's wellbeing, recognising this as critical for the fulfilment of child rights.

PURPOSE, OBJECTIVES & SCOPE OF WORK:

The purpose of this assignment is to conduct a review of migration, both internal and cross border migration, as pertains to children in Latin America and the Caribbean. Recognising that migration is affected by all aspects of the ecological framework[20], it will:

- include understanding of the communities of origin, transit, destination and return, and the impact of migration on each.
- consider the nature of the migration including understanding the contexts a person leaves from, transits through and arrives in. This will consider the main cross border movements of children as well as internal movements. It will identify any differences for in these contexts for girls, boys and for different ages
- identify the requirements of children on the move and potential child migrants based on evidence. It can cover all sectors e.g. protection, education, health, WASH, social protection, nutrition, emergency preparedness. While many things are common to all children it will look at what is the specific need, including risks and consequences, of the migrant child that is 'different', and as appropriate the differences by gender and sex.

This will continue with a 'realistic review' that

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[19] UNICEF has a global programming framework for children who migrate across borders based on its 6 policy asks for child international migrants. See https://www.unicef.org/media/83571/file/Global-Programme-Framework-on-Children-on-the-Move.pdf (accessed 12 July 2021).
[20] See https://www.who.int/violenceprevention/approach/ecology/en/ (accessed 9 July 2021).

- will look at how specific evidence based interventions for girls and boys on the move may work in different contexts in the region, as well as the differences necessary considering the four potential settings (origin, transit, destination and return)

The final result will be fully referenced and primarily based on academic and regional evidence.

The assignment will include:

1 – Methodology. This will be informed by some key interviews and programming resources. This will be a virtual assignment.

2 – Review. This will cover context, migration 'stages' and recognise the different migration flows in the region and countries as well as the typologies. It will look at some of the evidence on the needs of migrants and potential migrations and therefore potential programmes that can respond, nuanced for each context. This will be fully referenced, as far as possible from regional evidence, using primarily academic but also gray literature, and official statistics and data. It will also include quantitative data from robust sources. The report will also propose where there are research and evidence gaps.

3 – Realistic review. This will focus in on the programming that responds to each context. This will be fully referenced, as far as possible from regional evidence, using primarily academic but also gray literature. It will also include quantitative data from robust sources. The report will also propose where there are research and evidence gaps.

3 – Final report. Will be of publishable quality and will reflect the inputs of the reference group. It will also include an executive summary that could be a 'stand alone' document. It is expected to be no more than 200 pages, with an executive summary of no more than 15 pages.

4 – Presentation. A powerpoint to summarise the finding. UNICEF will organise a webinar for it to be presented to UNICEF staff and potentially other key actors.

All outputs will be in both English and Spanish.

DELIVERABLES

Deliverable	Estimated number of days required (110 person days)	Estimated Completion Date
Methodology	5 days	15 August 2021
Draft review, in academic style including references and bibliography	45 days	15 October 2021
Realistic review, in academic style including references and bibliography	50 days	15 November 2021
Consolidated final report of publishable quality, and PowerPoint presentation	10 days	15 January 2021

PROPOSED PAYMENT SCHEDULE

Deliverable	% payable	Due date
Methodology	8%	20 August 2021
Draft paper, in academic style including references and bibliography	30%	20 October 2021
Realistic review, in academic style including references and bibliography	30%	20 November 2021
Consolidated final report of publishable quality, and PowerPoint presentation	32%	20 January 2022

KEY SKILLS, TECHNICAL BACKGROUND, AND EXPERIENCE REQUIRED

Across the application there should be individuals covering the following:

- A post-graduate qualification in social sciences or related disciplines. An MA is essential, and a PhD is desirable
- At least 10 years of relevant professional experience by the lead researcher.
- Work experience with protection programming, in emergency and development setting
- Strong track record of peer reviewed publications and research on migration, including on children on the move. Published research on children on the move in Latin American and Caribbean is desirable.
- Knowledge of and experience working in Latin American and Caribbean desirable.
- Demonstrated access to peer reviewed literature / journal articles on children on the move in Latin American and Caribbean
- A good understanding of migration and migration responses in Latin America and the Caribbean
- Experience with gender and human rights analysis and programming principles required.
- Fluency in Spanish and English is required. Knowledge of French or Portuguese will be considered an asset
- Demonstrated excellent skills in verbal and written communication
- Fluency with ICT tools such as email, Teams, Skype, Zoom.

DURATION:

The assignment is 110 person days between August 2021 and January 2022.

SUPERVISION AND CORDINATION:

This assignment will be supervised by the Regional Advisor Child Protection for UNICEF Latin America and Caribbean, in coordination with the Regional Advisor Emergencies.

A reference group will be established for this assignment. The reference group will review all draft outputs, over 1-3 weeks. The company would then revise accordingly and use the inputs to finalize the report.

EVALUATION OF THE PROPOSAL:

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors.

The proposals will be evaluated against the following two elements:

a. Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal. The technical proposal should include:

- cover letter referring to the required qualifications (including profile of the proposed team and the company),
- timeline,
- workplan,
- proposed methodology (include in this for both for the review and the realistic review the modalities to be used to ensure the robustness and accuracy of the documents included, how time will be considered recognizing current migration is influenced from past patterns, and detail how non generalizable evidence or outdated quantitative evidence will be weighed when building up the report and their conclusions), and
- Examples of previous work, ideally in similar area or with similar methodologies.
- 3 contact references from previous work experience

Technical Evaluation

Technical Criteria	Technical Sub-criteria	Maximum points
Overall Response	Includes completeness of response and overall concordance between RFPS requirements and proposal	10
Maximum Points		**10**
Institution and Key Personnel	Range and depth of experience with similar projects, especially related to IYCF barriers and facilitators, review of policies, strategies and programmes, and equity analysis	15
	Key personnel: relevant experience and qualifications of principal research team.	15
Maximum Points		**30**
Proposed Project Methodology and Approach	Quality of the proposal, including technical relevance and comprehensiveness	30

Maximum Points		30
Total Maximum obtained for Technical Criteria	(Note: the total maximum score must be equivalent to the weight assigned to the technical score)	70
Minimum score for technical compliance		50

b. Price Proposal

The price should be broken down for each component of the proposed work, based on an estimate of time taken which needs to be stated. Please note that p**rice proposal and technical proposal must come in separate documents** or your proposal will be invalidated.

Financial Evaluation

The total amount of points allocated for the price component is **30**. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Max. Score for price proposal * Price of lowest priced proposal

Score for price proposal X = --

Price of proposal X

Example

The Price Proposal must be organised in such a manner that it reflects the inputs shown in the technical proposal and distinguishes between Fixed Costs and estimate Reimbursable Costs against approved expenses. The following level of detail is requested:

A) Fixed Costs.
Provide details and subtotals for each of the following headings:
- *Professional fees - Course Development. Give number of people, person days and rate.*
- *Professional fees - Course Delivery. Give number of people, person days and rate for all courses.*
- *Professional Fees - Final report and course resource pack. Give number of people, person days and rate.*

- *Others*

B) *Reimbursable costs*
   Provide well defined and itemized details for all estimate costs that the Bidders consider being reimbursable.
   Add grand sub-total for above reimbursable estimate cost items.

C) *Savings.*
   Provide details of any offers and savings relating to, but not necessarily limited to, the following:
   - *Earlier payment savings as detailed in section 1.16 of this RFP (also as included on the Proposal Bid Summary Sheet).*

- *Please note, for travel to countries - it will be decided based on need and mutual agreements with UNICEF country offices.*
- *For the capacity building and the regional workshops – please only include estimated cost for consultant, workshop materials and travel. The cost for the participants and venue will be covered by UNICEF regional/country offices.*
- *The selected organization will be responsible for all travel costs - flights, daily subsistence allowance etc. Any travel involved should be budgeted according to UN Travel Standards as a ceiling.*

Price Proposal: It should include complete cost breakdown based on number of days and professional level of services provided, stipulating the amount of fees to be charged and any travel involved, observing as ceilings the UN standard of accommodation for travel.

The Price Proposal shall include a cost breakdown for the work phases as per the ToR, detailing the types of roles proposed and man days required, travel assumptions and related expenses and any other cost elements deemed relevant.
The proposal shall include a payment schedule linked to clearly defined milestones.
All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

The format shown below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. Travel and per diems will not be noted, as this will later be determined and finalized by UNICEF and the chosen bidder.

Component #	Proposed Person (Job title/function)	All-inclusive rate (Personnel)	No. of days proposed	Total Cost in US$
1. Item 1:				
1.1 Personnel				

1.2 Other				
Subtotal Expenses:				
2. Item 2:				
2.1 Personnel				
2.2 Other				
Subtotal Expenses:				
2.3Reimbursable Travel Cost*				
2.3. Other				
Subtotal Expenses				
3. Item 3:				
3.1 Personnel				
3.2 Editorial				
Subtotal Expenses:				
3.3Reimbursable Travel Cost*				
Subtotal Expenses:				
Subtotal fixed cost:				
Subtotal reimbursable cost				
Grand Total**				

*Travel

Please note, for travel to countries, the contractor will be responsible in administering its own travel and the cost therein should be included in the financial proposal.

Travel expenses shall be calculated based on economy class travel, regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC)

Number of travellers, duration and dates of travel and travel locations will be agreed with UNICEF and the contractor prior to being arranged, undertaken and expensed.

**Payment Provisions

UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNICEF's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies in the bid that there are special circumstances warranting an advance payment. UNICEF will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented and must be submitted with the financial bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNICEF at the time of finalizing contract negotiations with the awarded bidder.