

## TERMS OF REFERENCE (TOR)

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### **Service Provider for Development of Model on Reintegration to Address Vulnerability Factors, Gendered Social, Psychosocial and Economic Opportunities and Challenges for Returning Migrant Workers in South Asia**

#### **1. BACKGROUND**

Governance of Labour Migration in South and South-East Asia (GOALS), a joint regional programme that works towards safe, orderly and regular labour migration for all women and men from the Colombo Process Member States through strengthened collaboration and effective labour migration governance. The programme is implemented through a partnership between IOM, UN Women and International Labour Organization (ILO) with the support of Swiss Agency for Development and Cooperation (SDC). It envisions a three-year (August 2020 – July 2023) strategic and comprehensive focus for positive change, increased social and economic benefits for women and men migrant workers, their families and the countries of origin. Working with the Colombo Process Member States, guided by the Colombo Process Thematic Area Working Groups (TAWGs), the programme conceptualizes the links between countries of origin and destination and strives to strengthen governance from policy to practice, regional to national, and vice versa.

The programme is built on three inter-linked and inter-related expected outcomes:

- **Outcome 1:** Colombo Process Member States develop and progress actionable commitments for strengthened labour migration governance and policy coherence through multilateral dialogue
- **Outcome 2:** Selected member States in South Asia have improved labour migration policies and practices, in particular on **skills development and qualifications recognition, fostering fair and ethical recruitment, and sustainable reintegration**
- **Outcome 3:** The evidence base on labour migration is strengthened to inform knowledge, dialogue, policy making and action

Recognizing that gender equality and women's empowerment are cross-cutting issues, GOALS is working to mainstream gender in all interventions to address the barriers facing gender equitable labour migration not only at the regional level through the Colombo Process, but also embraces multi-stakeholder engagement approach to ensure that policy development is evidence-based, relevant and based on informed dialogue and to increase ownership and accountability. The programme encourages and supports leadership from national partners and integrates the work of the programme into the national and regional policy agendas leading to the improvement of overall governance of labour migration with a specific focus for work with the South Asia Colombo Process Member States (CPMS) at sub-regional level and the national level in Outcomes 2 and 3.

In supporting the CPMS to convert priorities into national level action, the programme takes a corridor approach to the development and adaptation of thematic interventions. Such interventions will be developed through multi-stakeholder dialogue and consensus at the regional level, and then piloted

through a corridor approach at the national level. This means that interventions related to recruitment, skills development and sustainable reintegration (under Outcome 2) will focus on migration through South Asia and the Middle East migration corridor. This approach maximizes the ability to assess the effectiveness of the intervention.

In line with the programme's thematic and geographic focus, GOALS will support member states to identify and make actionable commitments at the regional level and support the translation of these commitments into national action. The approach to this will be by using regional dialogues and symposiums to progress Colombo Process priorities into intervention models for each of the thematic areas of skills development and qualifications recognition, recruitment, and reintegration. These models will then be adapted in specific countries at the national level, for piloting where relevant.

## **2. RATIONALE AND OBJECTIVES**

### **Rationale**

While some migrant workers return to welcoming contexts and reintegrate in a smooth manner, many often face challenges reintegrating into their home communities and labour markets. In many cases, migrant workers are found to face both social and economic challenges after returning to their home country. Under this circumstance, they often end up deciding to re-migrate for employment. This situation commonly happens because they do not have entrepreneurship skills and could not manage the finances they earned overseas. Some of returned migrant workers are also not able to invest any initial capital from their own savings to start enterprises of their own as many return with crippling debts owed to informal lenders, with loans often having been secured by using personal assets such as agricultural land as collateral.

Therefore, the implementation of reintegration programmes for returnee migrant workers should aim to ensure that migrant workers are able to secure their social and economic conditions in their home country not only for themselves but also their families.

According to the ILO, there were an estimated 169 million international migrant workers in the world in 2019<sup>1</sup>. Within this global figure, about 24 million are in the Arab States, and only 0.6 per cent are women<sup>2</sup>. The small share of women among migrant workers across these subregions could be partially attributed to the limited employment opportunities available for them in the regions. Generally, women face higher obstacles as migrant workers than men in accessing labour market. Often, they are exposed to discrimination and violence based on their gender and migratory status at different stages of migration, particularly those employed in low-skilled and low-waged jobs with limited access to protection and support services.

Following the emergence of the COVID-19 pandemic, migrant workers are severely impacted. With border closures, movement restrictions, business closedowns, higher health risks of getting infected due to poor

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<sup>1</sup> ILO Global Estimates on International Migrant Workers – Results and Methodology – Third edition (2021), [https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms\\_808935.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_808935.pdf)

<sup>2</sup> Ibid.

living and/or working conditions, many migrants are losing jobs and seeking to return to their home countries. The premature return from employment countries due to the pandemic has been particularly challenging for many migrant workers. Many return home without social protection and have limited knowledge about and access to alternative livelihoods opportunities; many also lack financial literacy and knowledge about remittance management. The loss of income has also knock-on effects on their family members whose lives used to depend on remittances leading to food insecurity at household levels.

For women migrant workers in particular, the pandemic's impacts have intensified their vulnerabilities and the incidents of human and labour rights. The pandemic has increased the risk of sexual and gender-based violence and harassment perpetrated by intimate partners, employers, law enforcement officials or frontline service providers, while essential services or assistance are inadequate to respond to their needs appropriately. Many women have experienced psychological trauma from the abusive employment conditions, and upon return they have been further stigmatized and harassed as potential carriers of the disease, especially if returning from highly impacted countries. They are also economically worse-off than their male counterparts.

Reintegration is a multidimensional process that requires the re-establishment of economic, social and psychosocial ties back into a migrant's country of origin or habitual residence. As such, successful reintegration depends on various factors such as the migrant worker's time spent abroad as well as his/her personal abilities and resources; the acceptance and support by his/her family, peers, and community; but also, on environmental and structural capacities as well as development and economic opportunities available in the country of origin. Reintegration is a critical process which needs cooperation between stakeholders, both government and non-government at the local and national level, to develop and implement rights-based and gender-responsive reintegration policies, laws, the allocation of financial resources from government budgets, empowering through dissemination of information, awareness raising, and skills training and enabling a returnee's to secure their social and economic conditions in their countries of origin, not only for themselves but also their families. To enhance successful reintegration, there should be interventions involving families of returnees to better accept and support returnees in their reintegration.

In response to the current context of changing realities of labour migration process and in line with GOALS's Outcome 2, the programme will support the adoption of the commitments of CPMS into policy and practice on reintegration, that maximizes the effectiveness of the reintegration process for the benefits of migrant workers and ensures that women and men migrant workers and their families sustain the social, psychosocial, and economic benefits of return and reintegration. Noting that in Southeast Asia, ASEAN has developed [the Guidelines on Effective Return and Reintegration of Migrant Workers](#) which provides a set of guiding principles for ASEAN Member States to develop policies, institutional mechanisms, and programmes and services for ensuring effective return and reintegration of migrant workers. GOALS's plan is to develop a sub-regional framework with a focus on South Asia context which will complement existing initiatives on reintegration such as Sri Lanka's Sub-Policy and a National Action Plan on return and reintegration promoting decent work, protection, and empowerment of migrant workers and Nepal's entrepreneurship development programmes and a reintegration plan to assist returning migrant workers. The programme's specific focus on reintegration is that **regional frameworks and guidelines on sustainable reintegration are developed taking into account existing policies and**

**practical experiences on reintegration. Such regional guidelines may in turn be adapted for operationalization at the national/local level.** In order to achieve these, the programme is implementing a set of activities where one informs the other.

- Following the implementation plan, the programme is conducting comprehensive mapping of reintegration measures in South Asian CPMS.
- This comprehensive regional mapping will inform tools and guidance for Colombo Process Member States, in the form of a capacity building tool for local authorities on facilitating social as well as labour market integration of returning migrant workers.
- GOALS is developing a framework for preventing gender-based violence and harassment against women migrant workers, including promoting service access pre-departure and on return; and addressing stigma during return and reintegration.
- All the above will inform the development of a reintegration model that provides a sustainable solution to address gendered social, psychosocial and economic opportunities and challenges for returning migrant workers.
- The model will be developed with inputs from South Asian CPMS and other stakeholders and will later be presented to the South Asian CPMS at a regional symposium for their further feedback. The model will then pilot tested in two South Asian CPMS.

## Objectives

In support of the GOALS programme's interventions on reintegration, UN Women, in close collaboration with IOM and ILO, is seeking to hire a service provider **to undertake the development of a regional model on reintegration that provides a sustainable solution to address gendered social, psychosocial, economic, including labour market opportunities and challenges for returning migrant workers.** This model should be applicable to the specific country needs and context of the South Asian CPMS: Afghanistan, Bangladesh, India, Pakistan, Nepal, and Sri Lanka.

The GOALS programme envisages that

- This reintegration model will embrace a holistic approach that begins at the pre-departure stage and culminates in post reintegration support, which enables South Asian CPMS to focus on sustainable reintegration of all returning migrant workers. The approach to reintegration will include the reintegration of migrants from a labour perspective, but also place equal priority on interventions that meet the needs of returning migrants in terms of social, economic, and psychological needs. The model will also include support services for returning migrants if they choose to remigrate.
- The model will be informed by the findings of the mapping of existing reintegration measures supporting international migrant workers from South Asian countries returning to their countries of origin that is being conducted under GOALS Programme (Activity 2.3.1), which will provide inputs regarding labour market integration, and the gendered economic, social and psychosocial reintegration measures including vulnerability factors affecting reintegration of migrant workers, both men and women in Afghanistan, Bangladesh, India, Pakistan, Nepal, and Sri Lanka. This mapping is due for completion by February 2022 and a copy of the document, which includes a literature review and primary and secondary data

- collection will be made available to the service provider selected to undertake the development of the model.
- The model will also be informed by the *Consolidated Framework for the Prevention of Gender-based Violence and Harassment against Women Migrant Workers in South and Southeast Asia*<sup>3</sup>, which will provide inputs the risk and protective factors for gender-based violence (GBV) and harassment against women migrant workers with specific strategies for preventing GBV against women migrant workers in the two sub-regions, including increasing service access pre-departure and on return; and addressing stigma during return and reintegration. This Framework is being developed under GOALS Programme (Activity 2.3.3) in collaboration with the Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region, a joint programme between ILO and UN Women.
  - The model should include provisions of reintegration solutions across all economic, including labour market, social, and psychosocial dimensions at the individual, community, and structural levels taking into account the ongoing COVID-19 pandemic impacts.
  - This model should be developed based on existing policies and practical experience (e.g. ongoing reintegration projects) occurring at the national or grassroots level and particularly IOM's Prottasha: Bangladesh Sustainable Reintegration and will be developed in line with national policies and frameworks in South Asia CPMS such as the Sub-Policy and National Action Plan on Return and Reintegration of Sri Lanka developed through the ILO-implemented national project, "Promoting decent work through good governance, protection and empowerment of migrant workers: Ensuring the effective implementation of the Sri Lanka National Labour Migration Policy"<sup>4</sup>.
  - Also, it will be informed by the ILO's research and policy advice on labour market (re-) integration and the Guidance on labour market reintegration of returning migrant workers in their countries of origin, which is now being developed;
  - Applying GOALS programme strategy which mainstreams cross-cutting issues: women's voice and agency and stakeholders engagement, when developing the model, a particular attention will be paid to the gendered dynamics and power relations and the protective and empowering factors to ensure that proposed reintegration solutions are gender-responsive, while covering national level and sub national level provisions, policies and institutional frameworks as well as the support provided by government, civil society, including women's organizations, and private sector providers, including public private partnerships, and also consider the available support and interventions being provided by international organisations and UN agencies in the field of reintegration.
  - The model will provide structured guidance to design or strengthen and implement a sustainable reintegration programme in a country. The model will explore the possibility of focusing both at the national and subnational level interventions as applicable. Standard Operating Procedures (SOPs) can be developed where relevant.

<sup>3</sup> the Consolidated Framework for the Prevention of Gender-based Violence and Harassment against Women Migrant Workers in South and Southeast Asia is being developing under GOALS and *Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN Region Programme*.

<sup>4</sup> [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-colombo/documents/publication/wcms\\_497323.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-colombo/documents/publication/wcms_497323.pdf)

- The model will take into consideration the need for including and planning for reintegration at the early stages of migration as well as the other relevant stages of migrations (ex: pre-departure, pre-arrival etc.)
- The model will consider the roles of the respective diplomatic missions and other stakeholders in countries of destination in supporting the process of reintegration for women and men migrant workers.
- The model will also include a practical Monitoring and Evaluation (M&E) system for reintegration programmes.

The model will be submitted for endorsement by the South Asian CPMS. In pilot testing the model in two selected South Asian CPMS, GOALS will conduct consultations with relevant Member States on pilot testing the reintegration model at the national level. The reintegration model will aim to create synergies between existing national and sub-national coordination mechanisms, where available, and work closely with civil society, trade unions, employers' organizations, the private sector, and other relevant stakeholders. The pilot test will focus on women and men migrants returning from working abroad, particularly those who were employed in low- and semi-skilled jobs such as domestic work and construction. Upon concluding the pilot projects, the lessons learned will be shared with Colombo Process Member States, including recommendations on incorporating reintegration into labour migration policy at the national level.

### **3. DUTIES AND RESPONSIBILITIES**

The work of the service provider in developing the model on reintegration envisaged under this Terms of Reference (TOR) will be technically supervised by a Joint Technical Review Panel (JTRP) comprised of representatives from UN Women and IOM (See attached JTRP ToR as an Annex). The JTRP will also approve the final version of the report provided by the service provider. UN Women through the Programme Specialist – Migration will be accountable for contract management, direct supervision, and quality assurance of deliverables to be produced by the service provider.

Under supervision and guidance of Programme Specialist, the service provider may coordinate with the GOALS programme team and country offices of UN Women, ILO and IOM in CPMS, as relevant, for following duties::

- Develop an Inception Report detailing the methodological approach to be used in developing the model. This should include a work plan with a clear timeline for completing the model in consultation with the JTRP.
- Undertake a desk review based on but not limited to the above indicated studies/assessment/guidelines and analyze knowledge and best practices at the policy and implementation levels for reintegration from the region and globally. This should include referral networks, peer mentoring, and soft/transversal skills training, and the role of women's organisations and collectives.
- Based on the above, develop a preliminary draft of the reintegration model, which defines key aspects of the model and the proposed solutions to address gendered social, psychosocial, and economic, including labour market opportunities and challenges for South Asian returning

migrant workers at the individual, community, and structural levels. This preliminary draft will be used as a technical paper to facilitate consultation with different stakeholders on developing a sustainable reintegration model for South Asia.

- Conduct consultations/meetings and key informant interviews with relevant stakeholders (government, civil society, trade unions, the private sector, women’s organizations, representative of women and men migrant workers, UN agencies, bilateral donors, stakeholders in CODs, etc.) on sustainable reintegration.
- Based on the above, compile and analyse all information and produce a well-written and comprehensive manual, including an executive summary in a compelling format and a presentation of a step-by-step approach, using visual aids to present the model on reintegration, detailing sustainable solutions addressing gendered social, psychosocial, and economic opportunities and challenges for returning migrant workers, women and men. The manual is expected to be approximately 50 pages and it should be in line with the communication style of GOALS and UN Women and IOM publication guidelines.
- Develop a communication plan, including a presentation of the model and other communication materials to inform target stakeholders of the model.
- Attend regional workshops (either virtually or face-to-face) to share the draft model with relevant stakeholders for their review and validation, incorporating feedback and revising the model where necessary.
- Once the model has been developed, assist the GOALS programme to provide guidance to the pilot countries in which the model will be implemented.
- Incorporate comments from stakeholders and finalize the model and associated documents in consultation with the JTRP.

When developing the model, the consultancy is expected to utilize existing institutional knowledge, experiences and information of the GOALS Participating UN Organizations (PUNOs) and SDC including but not limited to IOM’s Reintegration Handbook which provides practical guidance on the design, implementation and monitoring of reintegration assistance, and the reintegration monitoring tools including IOM’s Reintegration Sustainability Survey, ILO’s tools on labour market integration and programmes like “Start and improve your business” and “Women entrepreneurship development”, and UN Women’s tools produced under an entrepreneurship and empowerment programme for returning women migrant workers in Cambodia, Lao PDR and Myanmar.

## References on Reintegration

The consultancy should use the key approaches and standards to reintegration employed by GOALS PUNOs to structure the development of the model on reintegration, ensuring gender-responsive; rights-based; and multi-stakeholder engagement approaches are applied in all dimensions of reintegration.

## UN Network on Migration

[Position Paper on Ensuring Safe and Dignified Return and Sustainable Reintegration](#) in accordance with the GCM’s *Objective 21: Cooperate in facilitating safe and dignified return and readmission, as well as sustainable reintegration.*



### **IOM's guidance on economic, social and psychosocial reintegration:**

There is no universally agreed definition of the concept of reintegration. Reintegration in general is understood as the re-inclusion or re-incorporation of a person into a group or a process, e.g. of a migrant into the society of his or her country of origin or habitual residence. Reintegration is a multidimensional process that requires the re-establishment of economic, social and psychosocial ties back into a migrant's country of origin or habitual residence. As such, successful reintegration depends on various factors such as the migrant worker's occupation and time spent abroad as well as his/her gender, ethnic background, personal abilities and resources; the acceptance by his/her family, peers, and community; but also, on environmental and structural capacities as well as development and economic opportunities available in the country of origin. IOM's technical inputs in this area will be informed by "An Integrated Approach to Reintegration and the Handbook on Reintegration"<sup>5</sup> and IOM's experience of reintegration programming<sup>6</sup>.

### **UN Women's guidance regarding reintegration:**

Following the Policies and Practice: A Guide to Gender-Responsive Implementation of the Global Compact for Safe, Orderly and Regular Migration (GCM)<sup>7</sup>, UN Women's approach to reintegration is to first recognize that migrant women and girls, as well as transgender and gender non-conforming migrants, face gender-specific risks related to return and reintegration. Any decision to return someone to their country of origin must be based on a gender impact assessment of the risks they may face, including sexual and gender-based violence (SGBV), domestic abuse, discrimination and risks of being trafficked or re-trafficked. The principle of non-refoulement must always be adhered to. To ensure the sustainable reintegration of all migrants in their countries of origin, it is critical that they have access to training and financial assistance and to gender-responsive services such as justice and health care, including sexual and reproductive health services and mental health services. Essential services (including health, police and justice and social services) for survivors of SGBV are vital. Additionally, countries of origin must ensure that equal opportunities exist for remunerative employment and sustainable livelihoods, adequate job creation, productive use of acquired skills and knowledge and full non-discriminatory access to the labour market.

### **ILO's guidance on labour market reintegration:**

The importance of migrant return and reintegration is highlighted in global standards and conventions, including the International Labour Organization (ILO) Recommendation No. 86 (Migration for Employment) to the ILO Convention No. 97, and the International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families. Of particular relevance to the work on developing a model on reintegration is labour market integration, which is defined as: "comparable groups of workers should enjoy comparable opportunities and outcomes in terms of employment, remuneration, socio-economic status and other labour market relevant characteristics." (Böhning & de Beijl, 1995: 2).<sup>8</sup> Currently the ILO is developing Guidance on Labour Market Reintegration of returning migrant workers in their countries of origin, which will inform the development of this model on reintegration under this TOR.

<sup>5</sup> [Towards an Integrated Approach to Reintegration in the Context of Return - Revd 20171025 \(iom.int\)](https://www.iom.int/publications/towards-an-integrated-approach-to-reintegration-in-the-context-of-return-revd-20171025)

<sup>6</sup> [Return and Reintegration Platform \(iom.int\)](https://www.iom.int/publications/return-and-reintegration-platform)

<sup>7</sup> [Policies and Practice: A Guide to Gender-Responsive Implementation of the GCM](https://www.unwomen.org/en/digital-library/publications/2017/12/policies-and-practice-a-guide-to-gender-responsive-implementation-of-the-gcm)

<sup>8</sup> [http://ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/--migrant/documents/publication/wcms\\_201038.pdf](http://ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/--migrant/documents/publication/wcms_201038.pdf)

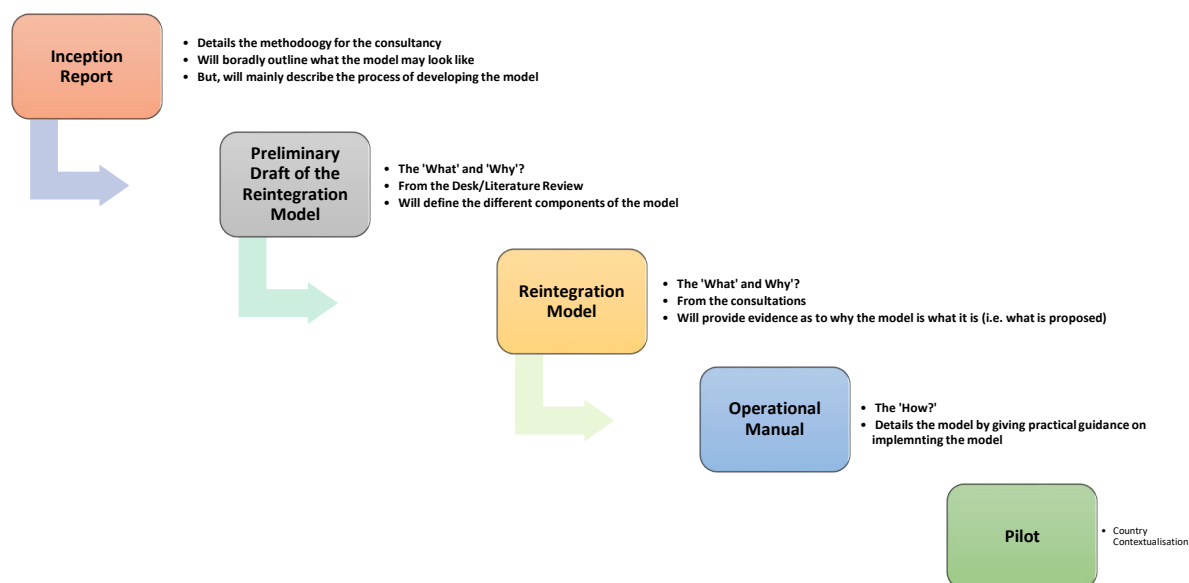


#### 4. DELIVERABLES AND TIMELINE

The service provider will undertake this assignment during March – October 2022 to produce the following deliverables:

No.	TASKS	DELIVERABLE	TENTATIVE TARGET DELIVERY DATE
1.	Develop an Inception Report detailing the methodological approach to be used in developing the model and work plan with a clear timeline for completing the draft model in consultation with the JTRP	1.1. Inception Report 1.2. A virtual meeting to present and clarify each deliverable to the JTRP	25 March 2022 or 2 weeks after contract signed.  1 week for PUNOs to review and feedback.
2.	<ul style="list-style-type: none"> <li>Undertake desk review based on but not limited to the indicated studies/assessment/guidelines (including the mapping completed under output 2.3.1) and analysis and knowledge and best practices of reintegration from the region and globally on the benefit of referral networks, peer mentoring, and soft/transversal skills training, and the role of women's organisations and collectives.</li> <li>Develop a preliminary draft of the reintegration model, which defines key aspects of the model and the proposed solutions to address gendered social, psychosocial and economic opportunities and challenges for South Asian returning migrant workers at the individual, community, and structural levels. The preliminary draft paper should identify priorities, national policies and frameworks in South Asia and relevant international frameworks pertaining to reintegration. It should also include a stakeholder analysis to bring out the roles and responsibilities of key actors/institutions to be involved in sustainable reintegration.</li> <li>Facilitate a briefing to the South Asian CPMS</li> </ul>	<ul style="list-style-type: none"> <li>- Desk review report</li> <li>- A preliminary draft of the reintegration model on sustainable reintegration model for South Asia</li> </ul>	15 April 2022 or 2 weeks after the inception report is finalised. 1 week for PUNOs to review.  13 May 2022 or 3 weeks after the desk review is approved. 1.5 weeks for PUNOs to review. 1 week for the consultant to further revise the draft based on the feedback received from PUNOs.  1 week for final review from PUNOs. 1 week for the consultant to make final revision.  In parallel, PUNOs to prepare for organizing the briefing for CPMS to inform of the development of the model.

### Figure: Main Deliverables



## 5. PAYMENT

Payments for this consultancy will be made upon submission of invoice (s) with the proof of achievement of each deliverable and certification that each has been satisfactorily completed..

## 6. QUALIFICATIONS AND TEAM COMPOSITION

### Qualifications of Organization:

- Officially registered legal entity with a valid registration
- At least 10 years of experience in research and developing policy recommendations on international development, labour migration, women's empowerment, or relevant field.
- Proven work experience in migration policy development within South Asia region would be required.
- Previous experience working with one or more UN agencies is preferred.

### Qualifications of the Team Leader:

- Post graduate degree in Public Policy studies, Gender studies, Migration studies, international development studies, or other related field.
- At least 10 years of relevant experience with a demonstrable ability to undertake research and analytical reviews in the areas of labour migration is required; experience in and knowledge of reintegration is a must.

- Demonstrable experience in assessing regulatory frameworks whether government or those of private social audits is advantageous.
- Proven experience in mainstreaming gender and promoting gender equality in good governance is required.
- Excellent written and verbal English communications skill is required, experience in and knowledge of design, layout and creative presentations a merit.
- Ability to work efficiently and responsively within a multicultural environment.
- Experience of liaising with and forging productive relationships with government stakeholders on policy development

Qualifications of team member(s):

- Minimum a bachelor's degree in Public Policy studies, Gender studies, Migration studies, International development studies, Social Science or other related field.
- Minimum 5 years of relevant professional experience in one of the following areas: international development, gender mainstreaming, economic development, labour migration
- Knowledge of women's economic empowerment/ labour migration would be an asset.
- Excellent written and verbal English communications skill is required.
- Ability to speak a language from the region would be an asset.

Team members will be assessed on the following:

- General Qualification
- Suitability for the Programme
- Research and Policy Experience
- Professional Experience in the area of specialization as required by the ToR
- Knowledge of the region
- Language Qualifications
- International Experience

## **7. ROLES AND RESPONSIBILITIES OF THE PARTIES**

UN Women will act as the contracting authority with the service provider and will remain responsible for all contractual management issues. The contracted entity will be responsible to do all logistics for undertaking the assignment, arrange transportation, arrange translations etc. UN Women in collaboration with GOALS PUNOs may support if necessary to ensure access to government officials or introductions to stakeholders. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.

The service provider will be responsible for following costs:

- Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how professional fee of each team member is calculated.
- Indirect costs such as printing, designing, stationeries, communications in relation to the scope of work of services must be included in the financial proposal.
- Travel costs for the service provider: all envisaged travel costs such as most direct and most economic international and local travel, living allowance, accommodation, terminal expenses

etc. must be included in the financial proposal. If there are changes in travel plans that may lead to amendments of travel costs (including tickets, lodging and terminal expenses), the service provider should notify UN Women prior to the travel date. Based on approval provided by UN Women, the relevant contract amendment procedures shall apply.

## **8. SUBMISSION PACKAGE AND DEADLINE**

Submission package includes

- Technical Proposal: Proposed work plan which includes approaches and methodology ethical considerations, and assessment tools, data collection activities to developing the model on reintegration.
- Financial proposal which specifies a total lump sum amount breaking down the budget lines as per required deliverables.
- Updated CVs for each team member
- Company/Organization profile
- Company/Organization registration
- Names of three former clients for reference checks
- Sample of previous work undertaken

## EVALUATION METHODOLOGY AND CRITERIA

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### 1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

**Legal Capacity** : Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Conflict of Interest** : Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when :

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

**Ineligibility Lists**: A Bidder shall not be eligible to submit an offer if and when at the time of proposal submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);

- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women's Empowerment Principles](#).

## **2. Cumulative Analysis Methodology:**

A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

### **Evaluation of financial proposal :**

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated



The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

### **Evaluation of technical proposal:**

An Evaluation Committee will be constituted by the MNRE UN Women to evaluate the proposals. The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

<b>1.0 Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	10
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> <li>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</li> <li>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</li> </ul>	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	10
1.5	Quality assurance procedures, warranty	20
1.6	Demonstrated relevant knowledge and experience: <ul style="list-style-type: none"> <li>Specialized Knowledge</li> <li>Experience on Similar Programme / Projects</li> <li>Experience on Projects in the Region</li> <li>Officially registered legal entity with a valid registration</li> <li>At least 10 years of experience in research and developing policy recommendations on international development, labour migration, women's empowerment, or relevant field.</li> <li>Proven work experience in migration policy development within South Asia region would be required.</li> </ul>	100

	<ul style="list-style-type: none"> <li>Previous experience working with one or more UN agencies is preferred.</li> </ul>	
		160
<b>2.0 Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology – including Proposer’s understanding of the work of UN Women, adherence to procurement principles and TOR.	320
2.2	Management Services – Timeline and deliverables.	80
2.3	<p>Environmental Considerations :</p> <p>Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.</p>	10
		410
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	<p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time</p> <p><b>The Team Leader should have:</b></p> <ul style="list-style-type: none"> <li>Post graduate degree in Public Policy studies, Gender studies, Migration studies, international development studies, or other related field.</li> <li>At least 10 years of relevant experience with a demonstrable ability to undertake research and analytical reviews in the areas of labour migration is required; experience in and knowledge of reintegration is a must.</li> <li>Demonstrable experience in assessing regulatory frameworks whether government or those of private social audits is advantageous.</li> <li>Proven experience in mainstreaming gender and promoting gender equality in good governance is required.</li> <li>Excellent written and verbal English communications skill is required, experience in and knowledge of design, layout and creative presentations a merit.</li> <li>Ability to work efficiently and responsively within a multicultural environment.</li> </ul>	90

	<ul style="list-style-type: none"> <li>• Experience of liaising with and forging productive relationships with government stakeholders on policy development</li> </ul>	
	<p><b>The team member (s) should have:</b></p> <ul style="list-style-type: none"> <li>• Minimum a bachelor's degree in Public Policy studies, Gender studies, Migration studies, International development studies, Social Science or other related field.</li> <li>• Minimum 5 years of relevant professional experience in one of the following areas: international development, gender mainstreaming, economic development, labour migration</li> <li>• Knowledge of women's economic empowerment/ labour migration would be an asset.</li> <li>• Excellent written and verbal English communications skill is required.</li> <li>• Ability to speak a language from the region would be an asset.</li> </ul> <p><u>Team members will be assessed on the following:</u></p> <ul style="list-style-type: none"> <li>• General Qualification</li> <li>• Suitability for the Programme</li> <li>• Research and Policy Experience</li> <li>• Professional Experience in the area of specialization as required by the ToR</li> <li>• Knowledge of the region</li> <li>• Language Qualifications</li> <li>• International Experience</li> </ul>	40
		130
	<b>70% of 700 points = 490 points needed to pass technical evaluation</b>	<b>700</b>