

► TERMS OF REFERENCE FOR IMPLEMENTING PARTNER

To Provide Integrated Economic Empowerment
Support to Returned Migrants in Kenya

Summary

Summary	
Project Title	Better Regional Migration Management project (BRMM)
Project Objective	Enhanced measures for labour market integration for potential and returned migrants through improved skills, , Micro, Small and Medium Enterprises (MSMEs) growth and job creation.
Terms of Reference Title	Provision of integrated economic empowerment support to returned migrants in Kenya.
Objectives of the Terms of Reference	Provide integrated economic empowerment support and create decent employment opportunities for 400 returned migrants in Kenya
Specific Objectives	<p>These terms of reference are developed to select an implementing partner to:</p> <ul style="list-style-type: none"> ▶ Provide Generate your Business Idea (GYBI), Start your Business (SIYB) training to 400 returned migrants and assist in business plan preparation ▶ Assist at least 70 percent of returned migrants in business registration, access to finance /loan services and negotiation of production and marketing and or trading places ▶ Facilitate self and wage employment for at least 70 percent of the trained returned migrants. ▶ Provide mentoring support for 6 consecutive months for self-employed beneficiaries
Locations	Mombasa County
Timeframe	June – December 2024

► 1. Background

1.1 Context of returned migrants in Kenya

Forcibly returned migrants are often in a desperate state with no resources beyond the clothes on their backs and encounter severe medical conditions due to lack of access to health services. Many experience psychosocial problems. Women migrants are more vulnerable than men, experiencing unique health, social and economic challenges. Circumstances such as COVID-19 pandemic, further inflates these challenges, as migrants are the first to be affected, because of precarious and short-term contracts, lack of social protection and their vulnerable status in the sectors they are working in, usually low paid and informal.

As per the International Organization for Migration (IOM) rapid assessment on the protection needs, risks and vulnerabilities of returning migrant workers and members of their families in Kenya¹, the Ministry of Foreign affairs facilitated repatriation of thousands of Kenyans from all over the world during and after the pandemic. It has facilitated the repatriation of 108 Kenyan domestic workers stranded in Lebanon, 569 from Kingdom of Saudi Arabia, 232 Kenyans from India and much more. Migrants returning home, especially in unexpected circumstances, often face a number of challenges, particularly in terms of lack of decent livelihood opportunities and stigmatization. Many returnees come back empty handed, as their earnings were used for debt repayments, general consumption, and remittances to their families. Moreover, as the return was unexpected, unplanned, and sudden, some even returned with unpaid wages and benefits. Their return has also affected their entire family, as the remittance they use to send has stopped with their return, in addition, returnees themselves become an additional burden in the scarce resources available for the household.

The Government of Kenya and partners have initiated a number of interventions to abet the suffering of Kenyan migrant workers returning under distress. The initiation of the Unemployment Insurance Fund and the Kenya Migrant Workers Welfare Fund are just but a few of the customized interventions to support migrant workers. It is important to note that those initiatives are still work-in-progress. The government has also doubled the effort of promoting entrepreneurship through micro, small and medium enterprises (MSMEs). To this end, 50 billion shillings initial capital dubbed “Hustler Fund” was set aside to support small startup businesses in the country in 2023. This is a drop in the ocean as demand for capital is sky high in Kenya due to the youth bulge (population) and high unemployment rates. According to World Bank, Kenya’s overall unemployment stood at 5.6% in 2023. This goes up to about 12.3%² among the youth. To support the government effort, the ILO and other developmental partners have committed to provide comprehensive support to ensure the sustainable reintegration of returned migrants, from providing immediate

¹ [RAPID ASSESMENT ON RETURN AND REINTERGRATION-KENYA.pdf \(iom.int\)](#)

² FKE website

assistance upon their return through cash transfers, to ensuring long-term social and economic reintegration and empowerment through the promotion of wage and self-employment to ensure sustainable transition to work.

1.2. The ILO Better Regional Migration Management project

With the financial support of the Foreign Commonwealth and Development Office of the United Kingdom, the ILO is implementing the second phase of the *“Better Regional Migration Management”* (BRMM) project, which focuses on strengthening the capacities of countries in East and Horn of Africa to govern labour migration by using evidence-based policies, enhancing migrant workers’ qualifications and skills, and actively engaging the social partners.

In the current phase, 660 migrant workers are earmarked for training on GYB and SIYB. So far, 200 and 300 migrant workers have been trained in Mombasa and Nairobi Counties respectively. The training in Nairobi still still underway. The trained participants have benefited from cash transfer amounting to USD 150 each to help them catalyse their businesses.

Furthermore, the trained participants are currently receiving business development services support aimed at helping them to register their businesses, mentor and coach them on business practices such as keeping books of accounts, marketing and sourcing for financing. And those ones who are inclined towards employment, are being supported to revamp their resumes and linked to potential employers for gainful employment. These initiatives are meant to reinforce entrepreneurial, business management and employability skills of returned migrant workers.

► 2. Objectives and expected results

2.1 Overall Objectives

The general objective of the project is to provide integrated economic empowerment support to 400 returned migrants in Kenya and create decent employment opportunities for at least 70 percent of the beneficiaries. The project will support returned migrants establish a sustainable livelihood, through wage or self-employment, by providing entrepreneurship skills training using the ILO Start and Improve Your Business (SIYB) tools for returnees customized for Kenya.

Hence, the project will have the following outcomes:

- Entrepreneurship skills of 400 returned migrants are strengthened;
- 400 returned migrants have attitudinal change and the motivation to engage on income generating activities;
- 400 returned migrants have developed viable business plans;
- At least 70% of trainees have established a sustainable business.

- Returned migrants have access to 6 months BDS and mentoring support.

2.2 Target Beneficiaries

Intended beneficiaries

- The provision of integrated economic empowerment support will target the most vulnerable returned migrants. The selection of these final beneficiaries will be spearheaded by the selected implementing partner in collaboration with the Directorate of Labour Migration, The National Employment Authority (NEA), social partners and ILO's BRMM project. The total number of beneficiaries should be of at least 400 vulnerable returned migrants, with priority given to returnees with children and more so single female headed household. Further, priority will be given to returned migrants with disability and those who returned under distress (that does not impede them to engage in in business or employment).
- The selected implementing partner will provide capacity to ensure strengthening the entrepreneurship and life skills of 400 beneficiaries using the ILO SIYB tools.
- The selected implementing partner will provide business development support to beneficiaries to establish sustainable businesses.

2.3 Expected results

The expected results of this assignment will be:

- 400 returned migrants are provided with GYB and SIYB training based on the ILO SIYB and are assisted in business plan preparation.
- 70 percent of trained returned migrants are assisted in business registration, access to finance /loan services and negotiation of production and marketing/trading places and have established a business.
- 70 percent returned migrants that have established a business have received mentoring and coaching support for 6 consecutive months.

2.4 Implementation strategy

The intervention logic is based on the integrated and sequenced approach to promote the long-term sustainable integration of returned migrants into the labour market through skills development. In addition, the ILO will work with Directorate of Labour Migration, NEA and the selected implementing partner(s) to identify beneficiaries and follow the provision of the integrated economic empowerment support.

Entrepreneurship skills of returned migrants strengthened: Under this outcome the selected service provider will strengthen the entrepreneurship skills of 400 returned migrants in Mombasa County. Accordingly, the service provider(s) will facilitate the provision of entrepreneurship training to returned migrants based on the ILO Start and

Improve your business tools. SIYB is one of the ILO's comprehensive global business management training programme, which helps small-scale entrepreneurs to start and grow their business. Accordingly, the programme will help reinforce entrepreneurial and business management skills of returned migrants.

The entrepreneurship training component will be focused on the Generate your business idea (GYBI) and start your business (SIYB) training packages, which include extensive content on business management topics – such as, buying, stock control, marketing, costing record keeping, people and productivity and business planning topics. The selected service provider will engage ILO SIYB certified national trainers in Kenya to deliver the training programme for a period of 8 days with 3 days dedicated for GYB and 5 days for SIYB. Following the training, beneficiaries will be assisted in establishing a business plan. Kenya has a big pool of certified SIYB Master Trainers and Trainers going into hundreds.

70 percent of trained beneficiaries are provided with extension services and have established sustainable business: Under this component the selected implementing partner will support beneficiaries in business registration and negotiating of production and marketing/trading spaces/places. Moreover, the service provider will also link beneficiaries with financial service providers to access loan, if interested. The ILO, within the framework of the BRMM phase II project, has also established a dedicated loanable revolving fund for returned migrants, and beneficiaries of this project will be prioritized.

Finally, the service provider will provide on job mentoring of 6 months to ensure that beneficiaries establish a sustainable business and a sustainable livelihood.

Furthermore, the BRMM project phase II will also partner with a financial service provider to facilitate cash transfer. Therefore, 400 returnees that have attended the SIYB will open a bank account and be provided with cash of USD 150, equivalent in Kenyan Shillings. The aim of the cash transfer is for returnees to use it for logistical purposes until they engage in income-generating activities. The selected service provider, Directorate of Labour Migration, NEA, social partners and ILO will establish selection criteria to facilitate the cash transfer.

Finally, the ILO will work together along with its national partners to ensure accountability and transparency in the delivery of service. The Directorate of Labour Migration, NEA and ILO will closely follow up on the implementation of the integrated economic empowerment support. They will both ensure that guiding principles of the ILO such as value for money, gender equality, inclusion of persons with disabilities, equity and participation are understood and exercised in the selection and deliverance of the service for the target group.

2.5 Scope of work and methodology

Based on the above-mentioned information, the ILO is seeking for an implementing partner, meaning a legally recognized non-profit oriented entity, to lead the provision of integrated economic empowerment support to returned migrants in Kenya. The ILO has identified two categories of implementing partners:

- (a) a constituent of the ILO and/or an affiliated member of such a constituent, including governmental, employers' and workers' organizations³; and
- (b) an organization carrying out non-profit oriented work, including non-governmental organizations (NGOs), foundations, research institutions, educational institutions (including universities), intergovernmental organizations⁴, and any other entities of a similar nature to those listed in this sub-paragraph.

Activities to be performed by the selected implementing partner

- 1. Marketing training tools:** The selected implementing partner needs to market the training package to be provided, i.e. SIYB tools, to relevant partners involved in the implementation of the project as well as to potential beneficiaries in an inclusive manner. Accordingly, relevant partners are made aware of the training tools, and this is further advertised to inform potential trainees and attract them to take part to ensure that the provision of the training is needs-based. The implementing partner can make use of the SIYB marketing guide.
- 2. Select beneficiaries:** The selected implementing partner will customize the existing selection criteria to identify the 400 returned migrants that would receive the integrated economic empowerment. Priority shall be given to returned migrants with disability (a disability that does not impede them to engage in employment). Moreover, age and literacy level will also be assessed during selection. Finally, as potential trainees of GYBI and SIYB training, the following key selection criteria will also be considered:
 - Be willing to participate in the training and subsequent mentorship sessions
 - Motivation and availability to start business
 - Have a concrete business idea
 - Have technical skills to start the business
- 3. Preparation and design:** At this level, the selected implementing partner will make the necessary arrangements (booking a venue, inviting the participants, preparing materials and equipment, etc.) to carry out the trainings, i.e GYBI, SIYB. It will also design the training programme based on the training needs analysis and following the different requirements for SIYB training tools. Hence, the selected

³ if the implementing partner is an employers' or workers' organization, ACT/EMP or ACTRAV, as applicable, shall confirm that such implementing partner is duly recognized.

⁴ Intergovernmental organizations (created by an act of international law) other than UN agencies

implementing partner will design a training schedule that fits the needs of the target group, taking into consideration women and men different needs, accessible location, and childcare responsibilities.

- 4. Provide entrepreneurship training:** Using the ILO SIYB tools, the entrepreneurship training will enable returned migrants acquire entrepreneurial mindset; identify and recognize opportunities; assess the feasibility of ideas as well as familiarize them with basic economic and financial concepts and steps in business start-up and expansion. The training is expected to strengthen entrepreneurial motives, values, and behaviours among beneficiaries. The selected implementing partner will use ILO SIYB national certified trainers to provide the training to 400 returned migrants. The training will be comprised of GYBI and SIYB modules and will be provided for a duration of 8 days (3 days for GYB and 5 days for SIYB). At the end of the 8 days training, beneficiaries will further be supported to develop a viable business plan.
- 5. Provide extension support for self-employment:** The selected implementing partner will assist at least 70 percent of trained beneficiaries in business registration following the county legal requirements and as well as, in negotiation of production spaces and marketing/trading places with relevant government offices. Moreover, the implementing partner will link beneficiaries with financial service providers to access loans based on needs and interest. The implementing partner will assist interested beneficiaries in developing their request for loan. The ILO, through the BRMM project, has also established a revolving loanable fund, where beneficiaries of this project are prioritized. Finally, the selected implementing partner will provide six months mentoring and coaching service to ensure that beneficiaries establish a sustainable business and livelihoods.
- 6. Follow-up, documentation and reporting:** The selected implementing partner will use its Management Information System as well as its monitoring and evaluation system, aligned with the ILO BRMM phase II project M&E framework, as well as the SIYB M&E tracking tools, to follow up on the integrated economic empowerment support. The implementing partner will collect all needed documentation/information about their profiles and their progress. The reporting documents required to be submitted by the implementing partner will include the following:
 - a. A detailed workplan and a baseline data of selected beneficiaries.
 - b. Bi-monthly progress report, including financial report, detailing the progress of project implementation, with a focus on the provision of training of at least 400 beneficiaries.
 - c. One final comprehensive report, including financial report, on the provision of service to 400 returned migrants. This report should include a tracer study to assess the sustainability of businesses established for the 70 percent of beneficiaries. The SIYB M&E tool will be used to inform the tracer

study where data is collected as a baseline upon selection of beneficiaries, then progress is assessed after the training and finally status of beneficiaries is assessed following the six months coaching and mentoring. Moreover, the report will provide details with sex and disability-disaggregated profiles. A template for reporting, including on the lessons learned will be provided by the ILO in advance.

- d. Excel lists of beneficiaries using ILO template (gender, age, employment status, support provided, target group, socio-economic characteristic, etc.), to be submitted along with the progress and final report.

2.6 Deliverables

The selected implementing partner will be required to deliver the following outputs for this assignment:

- **Output 1:** A comprehensive and updated work plan for the delivery of this intervention, in which all activities need to be scheduled, and a baseline data of selected beneficiaries. (Two month following the signature of agreement)
- **Output 2:** Bi-monthly (summary) progress report, including financial report, detailing the progress of project implementation, with a focus on the provision of training of at least 400 beneficiaries.
- **Output 3:** Progress report detailing the progress of project implementation, focused on the process followed to provide training to at least 400 target beneficiaries. The report would also include a financial report and excel list of beneficiaries using ILO template (gender, age, employment status, support provided, target group, socio-economic characteristic, etc.). (Three months following the signature of agreement)
- **Output 4:** One final comprehensive report on the provision of integrated economic empowerment service to 400 returned migrants. This report should include a tracer study to assess the sustainability of businesses established for the 70 percent of beneficiaries. The SIYB M&E tool will be used to inform the tracer study where data is collected as a baseline upon selection of beneficiaries, then progress is assessed after the training and finally status of beneficiaries is assessed following the six months coaching and mentoring. Moreover, the report will include the comprehensive excel list of beneficiaries using the ILO template (gender, age, employment status, support provided, target group, socio-economic characteristic, etc.) and should be submitted along with a financial report. (One month following the completion of all activities)
- All reports will be accompanied by pictures and videos.

2.7 Sustainability

In order to ensure the sustainability of this initiative, the ILO BRMM project will be implemented in close collaboration and partnership with various stakeholders in Kenya, especially concerned government offices at various levels and social partners. Stakeholders will extensively participate in the design, implementation, monitoring and evaluation of this project. In doing so, the project will be mainstreamed in the regular monitoring radar of respective offices which will help to sustain the action in the absence of any external actor.

During implementation, the ILO and its partners will closely monitor the implementation status of the project through regular field missions and evaluation meetings. Relevant stakeholders will meet on a need basis to review performance, identify challenges and advise on the way forward to improve performance and increase reach out of the project.

2.8 Eligibility

The eligible applicants should be an implementing partners as identified in 2.5. scope of work and methodology and meet the following requirements:

- ▶ Have SIYB trainers and/or are planning to engage SIYB certified trainers.
- ▶ Have official registration in Kenya with demonstrated capacity to reach and operate in Mombasa County.
- ▶ Interested or already offering integrated economic empowerment interventions to vulnerable groups in the country, including returned migrants.
- ▶ Proven experience in supporting vulnerable groups in establishing sustainable livelihood through the creation of decent employment.
- ▶ Be in existence for at least 5 years.

The ILO invites technical and financial proposals from qualified organizations/entities having relevant experience in providing integrated economic empowerment services for vulnerable communities as stipulated in this Terms of Reference. Technically responsive and financially viable organizations/entities will be selected following ILO's procurement rules and procedures.

Cumulative evaluation methods will be used for this procurement exercise and the contract will be awarded to the candidate with the highest scorer(s) in cumulative analysis considering the technical and financial evaluation.

2.9 Supervision and logistical arrangements

All activities within the scope of these Terms of Reference will be carried out under the overall supervision of the Chief Technical Adviser of the ILO BRMM project in ILO Country

Office Addis Ababa, with the technical support from the project technical officer, BRMM National Project Coordinator in Kenya as well as SME and SFP Unit of the ILO.

Deliverables shall be submitted in line with the requirements explained in these Terms of Reference in a timely manner, in concordance with the planned deadlines between the ILO and the selected implementing partner. All deliverables of these Terms of Reference are subject to the approval of the ILO.

2.10 Timeline

This assignment will be implemented over a period of six months from the date of the agreement signature, including the preparation phase. This assignment should be implemented between July 2024 – December 2024.

The selected implementing partner is responsible for informing the ILO BRMM project in advance in case of unforeseen delays.

2.11 Payment Schedule

The disbursement of the fund will be as follows:

First payment: 30 percent of the agreement sum shall be made upon receipt of the original counter-signed Agreement and the remaining payments be paid in the following instalments:

Second payment: 30 percent of the agreement sum shall be made upon completion and submission of output 1 (comprehensive and updated work plan for the delivery of this intervention, in which all activities need to be scheduled, and a baseline data of selected beneficiaries) and ground preparation and facilitation for the provision of the training is finalized.

Third payment: 35 percent of the agreement sum shall be made upon completion and submission of output 2. This would include a narrative report detailing the provision of training to at least 400 target beneficiaries. The report should include details on the process followed to select and train beneficiaries. Moreover, a detailed list of beneficiaries will be provided based on the ILO template. Finally, the narrative report is accompanied by invoice and a detailed financial report on the use of the resources based on the ILO financial reporting template.

Final payment: 5 percent of the agreement sum shall be made upon completion and submission of output 3. This would include a comprehensive final report on the provision of service to 400 beneficiaries. This report should include a tracer study to assess the sustainability of businesses established for the 70 percent of beneficiaries. Moreover, the report will include the comprehensive excel list of beneficiaries using the ILO template (gender, age, employment status, support provided, target group, socio-economic characteristic, etc.) and should be submitted along with a financial report.

► 3. Requirements for application to the call for proposals

Interested implementing partners are required to submit their applications, which will include technical and financial proposals to apply using the format below.

3.1 Technical Proposal

Implementing partners should submit their application (technical and financial proposal separately) as per the instructions provided in the bidding documents.

The technical and financial proposal should be prepared in accordance with this ToR and the request for proposal. In particular, the technical proposal is expected to be submitted by the bidders using the following structure:

- Organization's profile demonstrating the required capacity as well as the organization's national presence summarizing the implementing partners experience in the provision of integrated economic empowerment service to vulnerable groups.
- Detailed description of relevant past works and assignments related to economic empowerment and outreach to vulnerable communities of Mombasa County
- Summary of the proposed methodology, implementation plan and M&E.
- Detailed work plan with a timetable related to the different activities.
- CVs of Team leader and staff involved in the implementation demonstrating their capacity to conduct the assignment. CVs and certificates of SIYB and FE certified trainers
- Foreseen challenges during the implementation of the project and mitigation methods.

The Technical Proposals will be evaluated in accordance with the following criteria, as indicated below.

Description of Technical Evaluation	Score
Feasibility of the workplan/scheduling of activities and capacity of implementing partner (availability of qualified trainers) to deliver results	15%
Previous experience of the implementing partner in the provision of entrepreneurship training based on the ILO SIYB tool	15%

Previous proven experience of the implementing partner in the provision of soft/technical employability readiness training	15%
Previous proven experience of the implementing partner in the delivery of integrated economic empowerment for vulnerable groups	20%
Strong national presence with capacity to serve in Mombasa County	10%
Human Resources proposed for the assignment (qualification and experience) + detailed CVs + certification in SIYB and FE (for trainers)	20%
Previous experience working with the international bilateral donors	5%
Maximum points	100%
Minimum acceptable score for the proposal to be considered for financial evaluation	70%

**Provision of gender-responsive socio-economic reintegration support to
returned migrants in Kenya
Financial proposal**

	Unit of measurement	Quantity	Unit cost in KES	Frequency	Total amount in KES
Project implementation cost					0
1. Beneficiary selection					0
1.1.					0
1.2.					0
1.3.					0
					0
					0
2. Pre-training					0
2.1. Purchase of stationary					0
2.2. Printing of training material					0
2.3.					0
2.4.					0
2.5.					0
					0
					0
3. Training					0
3.1. Generate your business training (3 days)					0
3.1.1 Venue					0
3.1.2 Per diem/transport allowance					0
3.1.3.					0
3.1.4.					0
3.1.5.					0
					0
					0
3.2. Start your business training (5 days)					0
3.2.1 Venue					0
3.2.2 Per diem/transport allowance					0
3.2.3.					0
3.2.4.					0
3.2.5.					0
					0
3.3. Financial education training (4 days)					0
3.3.1 Venue					0
3.3.2 Per diem/transport allowance					0
3.3.3.					0

	Unit of measurement	Quantity	Unit cost in KES	Frequency	Total amount in KES
3.3.4.					0
3.3.5.					0
					0
					0
4. 6 months business development service (BDS) support					0
4.1.					0
4.2.					0
4.3.					0
					0
					0
5. Monitoring, evaluation and reporting					0
5.1. Baseline data collection					0
5.2. Monitoring					0
5.3. Development of tracer study					0
					0
6. Other project implementation cost					0
6.1.					0
6.2.					0
					0
					0
Administrative cost					0
7. Staff cost					0
7.1.					0
7.2.					0
					0
					0
8. Operational cost					0
8.1.					0
8.2.					0
					0
					0
GRAND TOTAL					0

► 4. Application Submission

Interested applicants that meet the eligibility requirements should submit their detailed technical proposal and financial proposal to addis_procurement@ilo.org.

The deadline for submission is **03 July 2024**.