

Reintegration for Migrant Workers Project

TERMS OF REFERENCE

Assignment title:	NATIONAL EXTERNAL COLLABORATOR (EXCOL) FOR REVIEWING THE EXPATRIATES' WELFARE AND OVERSEAS EMPLOYMENT POLICY 2016 AND DRAFTING RECOMMENDATIONS
Duration:	Eight (8) months
Location:	Dhaka, Bangladesh
Expected starting date:	Tentatively the assignment will start from Aug/Sep 2024, but the date will be finalized based on completion of recruitment process.
Duration of External Collaborator (EXCOL) Contract:	Thirty (30) working days over the period of eight (8) months.

1. Background

The 'Expatriates' Welfare and Overseas Employment Policy 2016' has been developed to accelerate national development through safe and dignified migration as well as overseas employment, improvement of quality of life and overall social security for migrant workers and their family members, women's empowerment and contributing to eliminating unemployment. The Policy is based on six objectives, which are: 1. Creating opportunities to work with protection and human dignity; 2. Providing social security to migrant workers and their families, 3. Ensuring welfare services and benefits to empower migrant workers and their families in all stages of labour migration; 4. Ensuring gender equality in the labour migration process by encouraging greater participation of women in safe and decent overseas employment; 5. Inclusion of labour migration in the national development and planning framework and 6. Develop an efficient and participatory labour migration governance to take forward labour migration. The Government of Bangladesh has been remained committed to strengthen the management and governance of expatriates' welfare and overseas employment by taking timely and effective measures. To ensure good governance and to enhance contribution of overseas employment to development, the Government has formulated this policy with the technical assistance of the International Labour Organization (ILO).

The Ministry of Expatriates' Welfare and Overseas Employment of the Government of Bangladesh aims to review and enhance the Expatriates' Welfare and Overseas Employment Policy of 2016. This policy is crucial for improving the governance of overseas employment and the welfare of expatriates. In order to ensure the policy remains relevant and effective, a thorough review and update of the policy is required, taking into account current trends, challenges, and best practices in international labour migration.

The International Labour Organization (ILO), in collaboration with IOM and UN Women, is supporting this initiative. An experienced national external collaborator is sought to conduct this review and draft recommendations for the updated policy.

The ILO's project "Reintegration of Migrant Workers," supported by Switzerland, is providing the technical support needed to review the policy and draft recommendations. To facilitate the process,

the expertise of a national external collaborator (EXCOL) with substantial experience in labour migration governance and policy framework development is required.

In this context, the ILO seeks to engage a reputable national external collaborator. The collaborator's responsibilities will include:

1. Managing all other tasks necessary to complete the assignment.
2. Coordinating with Government, technical working group, ILO, IOM and UN Women to carry on the assignment;

3. External Collaborator's Responsibilities

The objective of the assignment is to support the GoB's efforts to review the Expatriates' Welfare and Overseas Employment Policy 2016 and draft comprehensive recommendations for its enhancement. The consultant will work closely with the Technical Working Committee which will be formed by the Government of Bangladesh.

2.1 Scope of Work

The key tasks of the national external collaborator will include:

1. Conducting a comprehensive review of the existing Expatriates' Welfare and Overseas Employment Policy 2016 to align with the global and national commitments for reintegration of migrant workers including women and vulnerable groups;
2. Assessing the current implementation status of the policy and its action plan, specially to identify scope for integrating reintegration elements as an integral part of the action plan;
3. Identifying gaps, challenges, and areas for improvement within the policy framework and mainstream reintegration aspect in order to ensure socioeconomic reintegration of women & men migrant workers;
4. Analyzing international best practices and standards in expatriates' welfare and overseas employment;
5. Engaging with relevant stakeholders including government agencies, development partners, recruiting agencies, private sector, workers' organizations, women led grassroots organizations and civil society organizations to gather input and insights;
6. Preparing questionnaires and designing formats for collecting qualitative and quantitative data;
7. Facilitating consultations, including KILs and IDIs with stakeholders;
8. Aligning the policy to achieve the goal of SMART Bangladesh agenda of the Government of Bangladesh.
9. Drafting a report based on the findings of the review and developing a comprehensive set of recommendations for updating the policy;
10. Supporting the facilitation of a consultation on pre-draft review of the policy and a post-draft workshop on recommendations;
11. Drafting the final recommendations report in print-ready version based on stakeholder feedback and validation workshops.

2.2 Deliverables

SL No	Deliverables	No. of Workdays Required
1.	Submission of Inception Report. The report will be detailing: <ul style="list-style-type: none"> • Methodology • Literature review • Data collection templates 	6
2.	<ul style="list-style-type: none"> • Stakeholder consultations • Data collection • One pre-draft workshop • Draft review report of the policy 	12

SL No	Deliverables	No. of Workdays Required
3.	<ul style="list-style-type: none"> Final review report of the policy Draft recommendations report Facilitate the post draft consultation with diverse stakeholders. Finalize the recommendations report based on post draft validation workshop. 	12
		30 days

3 ILO's Responsibilities

- 3.1 Monitor and supervise the work of the EXCOL and review progress of the work;
- 3.2 Provide regular technical support and feedback;
- 3.3 Provide support for engaging stakeholders, organizing workshops/interviews;
- 3.4 Provide relevant documents/report; and
- 3.5 Monitor the contract duration and outputs of the EXCOL.

4 Schedule and Reporting

The envisaged assignment is expected to be completed within the duration of six months. The contracted EXCOL will report to the National Project Manager of Reintegration Project. The National Programme Officer from ILO will provide oversight and quality assurance and will also carry out a performance evaluation at the end of the assignment.

5 Duration of the Work and Duty Stations

The duration of the contract will be Thirty (30) working days over the period of eight (8) months. The consultant is expected to work in close coordination relevant ILO's specialist and Programme Officer. ILO shall not provide necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day to day jobs of the consultant.

6 Final Product

The assignment should result in a final review report and a recommendation report on the Expatriates' Welfare and Overseas Employment Policy 2016 that should be formatted to A4 size paper and be in a condition that can be published without any need for further work. All data sets and analysis must be shared and handed over to the project.

7 Special Terms and Conditions

- a. **Confidentiality Statement and Intellectual Property of Data:** The documents prepared under this contract are the property of ILO and DTE. Therefore, the consultant cannot publish these without permission of the ILO and DTE.
- b. **Unsatisfactory or incomplete work:** For the assignment, the ILO's Standard Rules and Procedure for external collaboration contract shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.
- c. **Insurances:** The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

8 Schedule of Payments

- 1st Payment: 20% of total contract value will be paid after submission of deliverable 1
- 2nd Payment: 40% of total contract value will be paid after submission of deliverable 2
- Final Payment: 40 % of total contract value will be paid after submission of deliverable 3

9 Qualifications and Experiences of the Consultant

9.1 Academic Qualification:

- At least Master's degree in law, social science, development studies, or relevant discipline.

9.2 Experience and Competencies

- At least 5 years of experience in migration sector.
- Have experience on drafting policy/Acts/research on migration management, return and reintegration.
- Expert level experience advising on the issues of international migration and overseas employment, reintegration, migrant welfare, migrant social protection, and familiar with the applicable Bangladeshi laws, rules and regulations concerning international migration.
- Have expertise in drafting report and facilitating consultations/seminars.
- Experienced to work with government agencies.

10 Criteria for Selection of the Best Offer:

Individuals will be evaluated based on the following methodologies:

Combined Scoring method:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70

* Financial Criteria weight: 30

Only candidates obtaining a minimum of 49 points (out of 70) in the technical evaluation would be considered for the Financial Evaluation.

The technical proposal will be evaluated in accordance with the criteria stated below-

- Education background and overall experience in migration field
- Have experience on reviewing and drafting Policy/Acts on migration management, return and reintegration.
- Have expertise in drafting report and facilitating consultations/seminars.
- Experienced to work with government agencies in Bangladesh.

11 Recommended Presentation of Proposal

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- **Personal CV (with sample of finished product of previous assignment)**, indicating educational qualification, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** shall specify a total lump sum amount that includes professional fee, and travel allowances in alignment with proposed work plan and methodology. The financial proposal will include a breakdown of this lump sum amount according to attached template. No other cost will be borne by the ILO. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*). Travel allowance and subsistence allowance will be provided on actual basis.
- **Copy of a recent contract** to be submitted as an evidence of daily fees offered to the candidate for similar assignment by other agency (preferably by any UN agency, INGOs, Multilateral Development Bank, or bilateral donors).

The ILO promotes equal opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

*Interested individuals must submit aforementioned documents to the ILO through email ID: **BID_MIG_DAC@ilo.org** within **August 19, 2024 by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*

ANNEX-01

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration
1. Personnel Costs			
Professional Fees		30 working days	
2. Others¹			
Printing and logistics			
Internet, Communications Bill			

¹ Will be disbursed based on actual expense as submitted by invoices. For Financial Evaluation, Professional Fees will be considered only.