

TERMS OF REFERENCE

NATIONAL EXTERNAL COLLABORATOR (EXCOL) FOR DRAFTING THE ACTION PLAN OF REINTEGRATION POLICY FOR MIGRANT WORKERS IN BANGLADESH

ADMINISTRATIVE INFORMATION

Project supporting the assignment:	Reintegration for Migrant Workers Project
Duration:	Seven months
Location:	Dhaka, Bangladesh
Expected starting date:	Tentatively the assignment will start from January 2025, but the date will be finalized based on completion of procurement process.
Duration of External Collaborator (EXCOL) Contract:	Forty-Five (45) working days over the period of seven (7) months.

1. Background

The Ministry of Expatriates' Welfare and Overseas Employment of the Government of the People's Republic of Bangladesh will develop an action plan for the Reintegration Policy for Migrant Workers. This initiative is being undertaken with support from the International Labour Organization (ILO), International Organization for Migration (IOM), and UN Women.

The Government of Bangladesh has been making significant efforts to enhance labour migration governance and to ensure the welfare and protection of migrant workers and their families. The government included the reintegration of migrants as one of the key elements in its 10 Points Agenda on Overseas Employment, as outlined in the 8th Five Year Plan. Additionally, the Wage Earners' Welfare Board (WEWB), empowered by the Wage Earners' Welfare Board Act of 2018, has a mandate to focus on the reintegration of migrant workers. In line with the national plan, the WEWB Act of 2018, and its 2023 rules, the Ministry of Expatriates' Welfare and Overseas Employment has developed the Reintegration Policy for Migrant Workers. To ensure effective implementation, it is essential to develop a detailed action plan for this policy.

The ILO's project "Reintegration of Migrant Workers," supported by Switzerland, is providing the technical support needed to draft this action plan. To facilitate the drafting 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 to draft the Action Plan for the Reintegration Policy for Migrant Workers. The collaborator's responsibilities will include:

1. The consultant will coordinate the technical works with GoB, ILO, IOM and UN Women.
2. Managing all other tasks necessary to complete the assignment.

2. External Collaborator's Responsibilities

The objective of the assignment is to support the GoB's efforts to facilitate the drafting of the National Action Plan of the Reintegration Policy for Migrant Workers. The consultant will work closely with the technical working committee¹ formed by the Government of Bangladesh. ILO, IOM and UN Women will provide technical support in development of the Action Plan.

2.1 Scope of Work

The key task of the national external collaborator is to facilitate the drafting of the Action Plan of the Reintegration Policy for Migrant Workers. To carry-out the Assignment, the EXCOL will be required to perform the following tasks:

- i. Assess the existing Policy and Legal document of the Government of Bangladesh related to reintegration including the Reintegration Policy for Migrant Workers.
- ii. Assess international best practices and standard for action plan of reintegration policy in the Asia-Pacific Region.
- iii. Engage with relevant stakeholders, including government agencies, development partners, recruiting agencies, private sector, workers organizations, and civil society organizations to gather input and insights.
- iv. Prepare questionnaires, and design the formats needed for collecting qualitative and quantitative data essential for the action plan.
- v. Facilitating consultations including FGDs, KII will be held with the GoB, CSOs, NGOs, UN, development partners, private sector and migrant workers and their family members.
- vi. Support the facilitation of one pre-draft and one post draft validation workshop of the action plan. Also facilitate four other consultations with different ministries. ILO will organize such consultations and the role of the Excol would be technical facilitation.
- vii. Develop the workshop or consultation reports as required.
- viii. Assist in preparing the necessary documents for Technical Working Committee.
- ix. The action plan will include the information of activities, target, baseline, progress, implementing agencies and monitoring indicators.
- x. Develop the draft action plan in collaboration with Technical Working Committee that align with the principles of transparency, fair conduct, and accountability.
- xi. Revise the draft Action Plan according to the Technical Committee of the MoEWOE.
- xii. Prepare summary of the Action Plan.
- xiii. Finalize the action plan based on post draft validation workshop.
- xiv. Provide necessary technical support during editing and publication of the Action Plan.

2.2 Deliverables

SL No	Deliverables	No. of Workdays Required
1.	<p>The Inception Report will detail the following elements:</p> <ul style="list-style-type: none"> • The methodology which will be used during the assignment. • A comprehensive listing and collection of all desk review literature. • The template of the Action Plan 	7
2.	<ul style="list-style-type: none"> • Prepare questionnaires, and design the formats needed for collecting qualitative and quantitative data essential for the action plan. 	19

¹ Technical working committee is the committee formed by the Government to draft the policy frameworks. The committee comprises members from different government agencies, UN agencies and sectoral experts.

SL No	Deliverables	No. of Workdays Required
	<ul style="list-style-type: none"> Facilitating consultations including FGDs, KIIs will be held with the GoB, CSOs, NGOs, UN, development partners, private sector and migrant workers and their family members. Support the facilitation of pre-draft workshop of the action plan. Develop the workshop or consultation reports as required. Develop the draft action plan in collaboration with Technical Working Committee. 	
3.	Final Action Plan of Reintegration Policy <ul style="list-style-type: none"> Facilitate the post draft consultation with diverse stakeholders. Finalize the action plan based on post draft validation workshop and according to the Technical Committee of the MoEWOE. Prepare summary of the Action Plan. Necessary technical support during editing and publication of the Action Plan. 	19
		45 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 Forty-Five (45) working days over the period of seven (7) 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 action plan of reintegration policy 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 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

8 Qualifications and Experiences of the Consultant

8.1 Academic Qualification:

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

8.2 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.
- Have expertise in facilitating inter-ministerial consultation.
- Aware of ILO's social dialogue process for drafting policy.
- Experienced to work with government agencies.

9 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 drafting Policy/Acts on migration management, return and reintegration.
- Quality of sample previous sample work
- Have expertise in drafting report and facilitating consultations/seminars.
- Experienced to work with government agencies in Bangladesh.

Financial: Lowest Financial Proposal: 30% (30 points). The points for the Financial Proposal will be allocated as per the following formula:

- Contract will be awarded to the technically qualified consultants who obtain the highest combined score (financial and technical);
- The points for the Financial Proposal will be allocated as per the following formula: (Lowest Bid Offered*)/ (Bid of the Consultant) x 30;
- 'Lowest Bid Offered' refers to the lowest price offered by Offerors scoring at least 49 points in the technical evaluation.

10 Recommended Presentation of Proposal

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

- **Personal CV (with one 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 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](mailto:BID_MIG_DAC@ilo.org) within **29 December 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		45 working days	
2. Others²			
Printing and logistics	lumpsum		
Internet, Communications Bill	lumpsum		

² Will be disbursed based on actual expense as submitted by invoices. For Financial Evaluation, Professional Fees will be considered only.