



Improving Prospects for Host Communities and Forcibly Displaced Persons (Phase 2) -PROSPECTS Iraq-

TOR Name	Hiring a firm to support data collection in the framework of PROSPECTS' tracer study for ILO PROSPECTS Iraq			
Country	Iraq	Project Code	IRQ/23/50/NLD	
Duration	From	01/04/2025	to	29/05/2025
Outcome:	Project Management & Oversight			
Output:	Monitoring and Evaluation			
Activity / BL	Monitoring – 10.03.01			

PROJECT BACKGROUND

1. General Background

The forced displacement crisis has increased in scale and complexity in recent years. According to UNHCR, 117.3 million people were forcibly displaced worldwide at the end of 2023. Forcibly displaced persons (FDPs), including refugees and internally displaced persons (IDPs) face specific vulnerabilities, including loss of assets, limited rights, lack of opportunities, a protection risk as well as a risk to be out of school, and a lack of planning horizon. In addition, the communities hosting FDPs also struggle to pursue their own development efforts.

In response to the considerable challenges facing FDPs and host communities, a partnership initiative titled: 'PROSPECTS' Partnership for improving Prospects for host communities and forcibly displaced persons, was launched by the Government of the Netherlands in 2019, bringing together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank. Through the PROSPECTS partnership, the five partner agencies aim to leverage their comparative advantages and areas of expertise to programme complementary and interdependent interventions that address education and skills, employment and protection challenges. The partnership spans eight countries, namely Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda and covers in its Phase II the period 2024-2027.

2. ILO PROSPECTS in Iraq

In Iraq, PROSPECTS partnership aims to support national efforts to strengthen systems and develop/implement policies that promote inclusion and socio-economic development of forcibly displaced and host communities, whilst working closely with local authorities, business/private sector, and communities to identify, maximize, and realize opportunities on the ground. With a geographic focus on the Northern governorates of Duhok and Ninawa, the partnership focuses on three pillars, namely: education and learning; economic inclusion and protection; and critical infrastructure pillars.

Within the framework of the education and learning, economic inclusion, and critical Infrastructure pillars of the PROSPECTS partnership in Iraq, ILO's focus is on supporting thousands of forcibly displaced persons and host community members to access more and better livelihoods and decent job opportunities. It is doing so through an integrated approach that support market-driven skills training; improve public employment services; implement labour intensive infrastructure projects; promote financial inclusion; and support business start-ups and micro, small, and medium-sized enterprises (MSMEs).



ASSIGNMENT BACKGROUND AND OBJECTIVES

The PROSPECTS programme is currently designing a tracer study to assess the effects of the project on its beneficiaries. The baseline of the tracer survey will focus on project beneficiaries who are just beginning to participate in phase two project interventions or who have participated in ILO PROSPECTS activities in the first phase and will continue to benefit from PROSPECTS in the second phase.

The firm hired shall work closely with the programme team to design a detailed assessment of the outcome-level indicators that can be assessed using this approach. Specifically, the tracer survey will be used to capture baseline data on the following global indicators:

- 2a) Number of new employment and/or self-employment (business) opportunities supported by PROSPECTS.
- 2b) Number of Forced Displaced Persons (FDPs)s/Host Community (HC) members already employed or self-employed who have either increased their income, enhanced their working conditions or maintained resilient livelihoods.
- 2.1b) Number of FDPs/HCs who have been issued work permits and/or business registrations (or other relevant operating licenses) with support from prospects
- 2.3a) Number of FDPs/HCs accessing financial services (bank account, loan, or another financial product) to support their business/coop with PROSPECTS support
- Index of decent work for FDPs and host community members, namely the presence of explicit contractual relation, social security, a safe working environment and satisfactory income/wages, as well as the absence of discrimination.
- A self-reliance index for FDPs and host communities.
- The social cohesion situation between refugees and host communities.
- Other information of interest in the framework of ILO PROSPECTS, which can help understand better the potential impacts of the programme at a later stage.

The tracer survey will require a sample size of 600 (or the maximum size possible if less than 600) valid surveys from refugees, HC members and internally displaced persons (IDPs), randomly selected across the various PROSPECTS intervention components. A two-step approach to data collection will likely be necessary. Initially, surveys can be conducted over the phone whenever feasible. However, if practical challenges, quality control concerns, cultural sensitivities, or geographic limitations arise, in-person surveys will need to be employed. It is expected that all surveys are collected by experienced and well-trained enumerators using electronic data collection.

The tracer survey will be accompanied by around (12 minimum - 16 maximum) Focus Group Discussions (FGDs) with ILO PROSPECTS beneficiaries based on probability purposive sampling for the different categories (e.g., type of intervention or service received, gender, host community versus forcibly displaced persons, etc.) Subsequently, individuals to be included in the discussions can be randomly selected from the beneficiary lists. The categories used may include, as applicable in the context of ILO PROSPECTS areas in Iraq:

- TVET / skills development.
- Apprenticeships.
- Work Based Learning (WBL).



- Employment services.
- Employment Intensive Investment Programme (EIIP) interventions,
- Access to finance interventions
- Cooperatives training services.
- Rights at Work.

FGDs should be organised around gender and national status (IDPs, refugees and host communities), and workstreams for example, Apprenticeships, Work-Based Learning (WBL), Employment services, etc. Experienced and well-trained facilitators and note-takers are expected to conduct the FGDs in person. Discussions should be transcribed in real-time during the sessions. If consent is granted for FGD recording, the recordings should be used to enhance the accuracy of the transcriptions.

These two lines of enquiry shall provide valuable information that the ILO can use for comparison in future measurements about the changes to those that have been exposed to the project interventions. Specific objectives of the baseline study include:

1. Current employment status.
2. Current level of income being earned.
3. Current employment conditions.
4. Current access to financial services.
5. Current level of social cohesion among target groups.
6. Understanding the current living conditions of target groups, challenges they face, and training needs they have.
7. Current level of vulnerability of beneficiaries.
8. Variations of employment status and conditions between Phase 1 and Phase 2 ILO PROSPECTS beneficiaries, as relevant.
9. Level of dependence on external assistance.
10. Access to social protection, whether under direct income support, social insurance or social care and support services.
11. Current access to work permits, working conditions, Occupational Safety and Health (OSH), labour rights and compliance with labour laws.
12. Other elements of information as per key learning questions developed.

SCOPE OF WORK AND METHODOLOGY

The baseline tracer study will adopt a mixed approach of quantitative (tracer survey) and qualitative data collection (FGDs). The enumerators and facilitators shall conduct a targeted desk review of relevant project-related documentation to understand the project design, reported achievements and challenges. Additionally, the enumerators and facilitators will need to become well acquainted with the global PROSPECTS inception report detailing all aspects of the tracer study.

The ILO PROSPECTS team has already designed the data collection tools, but they may have to be slightly adjusted with the support of the PROSPECTS M&E team to better account for the specific programme activities and expected results in the project locations in Iraq.

If the data collection instruments are given in English format, the firm shall be translating (in the case of Iraq, in Arabic and Kurdish) and testing them before the actual data collection to ensure the flow and skip patterns are working well. Based on the pretest feedback, the data collection tools shall be revised.

The enumerators shall use appropriate mobile data collection applications to support the design (Excel forms of surveys in English will already be developed and a generic version in Arabic) and Kurdish and conduct surveys with the selected beneficiaries. The ILO PROSPECTS team will arrange an orientation and training on the survey tool and data collection methodology at the outset of the assignment. The survey was designed to be completed in a maximum of 20 minutes. The



assignment will use smartphones/tablets for data collection and the Kobo toolbox¹, which is an open-source suite of tools compatible with Android²

A random sample of refugees, host community and IDPs beneficiaries will be selected from different ILO PROSPECTS interventions implemented between 2024 and 2025. These consist of access to finance services, training programmes, and Employment creation/ EIIP activities. The total sample size will not exceed 600 and will be distributed between three enumerators. Each enumerator will be responsible for approximately 75 completed surveys validated by ILO.

The methods and processes for carrying out the data collection, entry, and validation are detailed below:

1. Preparation for Fieldwork

- 1.1. Induction and training on survey tools by ILO.
- 1.2. Revise the Tracer survey / FGD questionnaire language.
- 1.3. Pre-testing and adjustment of questionnaires, with clearance of changes from the ILO. (This will not be counted as completed surveys).

2. Data Collection.

- 2.1. Data collection and validation will be conducted using phone calls with project beneficiaries and implementing partners. The contact details for the assigned sample will be shared at the outset of the assignment.
- 2.2. For the tracer, consistency checks of the questionnaire are done to ensure that questionnaires are entirely consistent and complete before enumerators leave the respondents' households.
- 2.3. Obtain further information for incomplete entries.
- 2.4. Enter data from source documents into a prescribed computer database, files, and forms (primarily by using Kobo/Excel Collect and/or Google Forms and similar kinds of Data Collection tools)
- 2.5. Data entry using the relevant platform and associated tools (tablets, mobile applications, etc.) The ILO will detail these before the start of the contract.

DELIVERABLES

Deliverables	Deadline
1- Inception Report, this will detail the. <ol style="list-style-type: none">a. Methodology of the study,b. Translated data tools.c. Enumerator and FGDs facilitator recruitment and trainingd. Data quality management processes (for both quantitative and qualitative).e. Study timeline and fieldwork plan	April 30, 2025
2- Fieldwork Report (including the Data Collection Report) & Raw Datasets, which include: <ol style="list-style-type: none">a. Summary of the data collection process.b. Comment on the accuracy, adequacy, and usability of the data collected.c. Recommendations for improving future data collection processes.	May 15, 2025
3- Study datasets: The raw and cleaned quantitative and qualitative data were collected during the study and used to prepare the final report. <ol style="list-style-type: none">a. The quantitative data should be shared in Excel (or other formats if requested). All narratives, including the responses to open questions in the tracer/survey tools, should be in English.b. Qualitative transcripts should be shared in MS Word and English.	May 31, 2025

All data and information received from ILO for this assignment are to be treated confidentially. They are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TORs are assigned to the International Labour Organization.

¹ [Kobo Toolbox | Data Collection Tools for Challenging Environments](#)

² Android devices are preferred, although iOS can be used if there is stable and uninterrupted internet connectivity.



The intellectual property rights of the materials modified through the assignment remain with the International Labour Organization.

REQUIRED QUALIFICATIONS AND COMPETENCIES

- The service provider must have a lead consultant for the assignment who possesses a university degree in a relevant academic background, e.g., Social Studies, Demography and Population Studies, Development Studies, International Relations, Statistics, Monitoring and Evaluation, etc.
- The service provider must have a lead consultant for the assignment with a minimum of 8 years of experience in field research and an in-depth understanding of how to design and implement tracer studies.
- The consultancy firm must have previous experience in a similar assignment in Iraq's refugee context.
- Proven capacity to hire and manage a team of experienced enumerators, facilitators/notetakers.
- The consultancy firm must include team members fluent in Kurdish and Arabic who are capable of effectively collecting information from interlocutors who may only speak one of those languages.
- Access to tablets/Smartphones for electronic data collection.
- Significant experience using participatory research techniques, especially in engaging with vulnerable groups.
- Proven track record in working with mobile data collection approaches.
- Experience in designing and implementing evaluations or research activities remotely.

For enumerators:

- 1- Education: An advanced degree in a related field, such as computer science or statistics.
- 2- Experience in data entry, using applications and software such as Kobo, excel, access, and ODK.
- 3- Exposure to work on livelihoods, employment decent work, entrepreneurship, and infrastructure would be an advantage.
- 4- Excellent attention to detail
- 5- Ability to work independently and meet deadlines.

For facilitators:

- 1- Education: An advanced degree
- 2- Experience in qualitative data collection and entry
- 3- Exposure to work on livelihoods, employment decent work, entrepreneurship, and infrastructure would be an advantage.
- 4- Excellent attention to detail
- 5- Ability to work independently and meet deadlines.

REQUIREMENTS OF SUBMISSION OF EXPRESSION OF INTEREST

Qualified consultancy firms are encouraged to submit a technical and financial proposal detailing the following:

- A short outline of the approach, research design and methodology for the baseline tracer study.
- A proposed process and timeline for the study setting out the steps, the number of consultants/enumerators/facilitators and the number of days.
- The anticipated challenges and dependencies likely to affect the implementation of the study and how these should be addressed.
- A description of how to ensure data quality throughout the baseline tracer study process.
- A detailed budget, with a breakdown of the consultants' fees, research team costs and operational expenses.
- Proof of physical address.
- Certificate of incorporation/Certificate of Registration.
- Tax Identification Number (TIN) certificate, if applicable.
- An example of tracer report authored by the main consultants, provided as a separate cover.

Note: Please note that if you have no proof of the above your proposal will not be considered.



SELECTION CRITERIA

Selection will be made against the required experience and based on value for money.

The proposals will be evaluated according to the criteria:

A- 70% on the technical proposal

Technical proposal assessment details	Points
1. The depth and quality of responses to the RFP	10
2. Technical compliance with the Terms of Reference and its planned deliverables	15
3. The qualifications and experience of proposed key personnel who will manage and implement the assignment.	10
4. The proposed implementation, management plan and work plan	25
5. Data Collector and Facilitators' previous experience in similar assignments	10

B- and 30% on the financial proposal.

Financial proposal assessment details	Points
1. The budget and its overall costs are realistic.	15
2. The budget breakdown and costing per budget lines.	5
3. The alignment between technical and financial proposals in terms of resources needed for data collection, analysis, and reporting.	10

SUPERVISION AND LOGISTICAL ARRANGEMENTS

The enumerators and facilitators hired will perform the assignment under the overall supervision of the PROSPECTS Iraq project manager. The firm will work directly with the PROSPECTS data analyst and PROSPECTS Regional M&E Officer, under the overall technical guidance of the ILO PROSPECTS Global M&E Officer and an international consultant in charge of data analysis and report writing. The assignment will also be conducted in close collaboration with PROSPECTS implementing partners in target areas.

PAYMENT SCHEDULE

The following are the proposed terms of payment, but the final terms shall be negotiated at the contracting stage.

1. 50% of the contract sum is due after the submission and approval of the inception report.
2. 50% after the submission of cleaned datasets and Fieldwork Report (including the Data Collection Report) & Raw Datasets.

HOW TO APPLY

Qualified consultancy firms should submit their expression of interest including technical and financial proposals (max. 5 pages) and CVs to iraq-procurement@ilo.org to reach us no later than **24 March 2025**. The subject of the email should be “**RFQ-013-25: PROSPECTS Iraq Tracer Study Consultancy**”.

ANNEXES (IF NEEDED)