

Migrant Resource Centre (MRC) Afghanistan: Call for Proposals (CfP) – needs assessment on migration information in Afghanistan and the Migrant Resource Centre (MRC)

1. Background

The project ‘Improving Migration Management in the Silk Routes Countries’ (Afghanistan, Bangladesh, Iran, Iraq and Pakistan) aims at maximising the development potential of migration and mobility within the Silk Routes region and towards major labour receiving countries. It also aims to establish comprehensive regional responses to migration and mobility with full respect of human rights and protection of migrants.

The project pursues a three tier approach: policy dialogue at senior level which shall ensure the commitment and support for the concrete activities and objectives, a Silk Routes Facility containing a demand driven mechanism responding to the short-term technical assistance needs as well as facility for implementation of larger-scale projects; and three Flagship Initiatives, focusing on the establishment of Migrant Resource Centres (MRCs), regional law enforcement cooperation (RELEC) and protection of migrants’ rights (MIGRAP).

The **Migrant Resource Centre (MRC) in Afghanistan** follows the Government’s response for the prevention of irregular migration, the empowerment of migrants, in particular in raising awareness on legal migration and the dangers and consequences of irregular migration and the protection of migrants’ rights. The MRC staff answer questions on migration, go to communities and educational institutes to raise awareness among the Afghan youth and families and ensure that expectations about the migration process are realistic. The MRC furthermore links with existing government and non-governmental structures and guide people to the respective services provided by the government and the civil society for outgoing and returning migrants.

The Migrant Resource Centre offers accurate information on the risks of irregular migration, human trafficking and migrant smuggling, legal migration procedures and documentation required to outgoing, intending and potential migrants, how to stay safe during the migration process, as well as the rights and responsibilities that migrants have throughout the migration process. The MRC also play a role in helping migrants to understand how they can become active contributors to the development of their countries of origin. Depending on the migrants’ specific needs, MRCs can also link with technical training institutes and language courses in Afghanistan as well as local job market opportunities.

The MRC is placed in Kabul with the Ministry of Refugees and Repatriation (MoRR) and is currently conducting information sessions at schools, technical trainings centres and universities. The MRC furthermore operates the migration hotline 5588 where people of all over the country can call toll-free and ask questions on migration as well as a website and Facebook page (www.mrc.afghanistan.af).

In view to ensure more effective outreach to potential migrants, ICMPD would like to get a more in depth understanding of the needs for information on migration at community level as well as the tools and means how communities in Kabul and outside of Kabul can be better reached. The aim of the needs assessment therefore is multi-fold:

- 1) Identify the profile of Afghans requiring information on migration, including gender, age group and living area, and reason for migration, as well as what information they would require (e.g. legal migration, risks of migration, etc.).
- 2) Identify the needs of Afghans, according to different profiles identified, with regard to information and support needed, including in terms of pre-departure, while abroad and upon return.
- 3) Identify the means by which the interested population can be reached, specifically at community level / outside Kabul.

Interested Afghan-based service providers are requested to reply to this Call for Proposals with a detailed and convincing proposal.

2. Purpose

The needs assessment will provide the basis for strategic interventions i.e. development of media campaigns to reach the broader public, ascertaining community-specific demographics in order to develop context-specific, sustainable, long-term activities that are driven by the needs of the communities. This assessment can serve as a baseline, while continual operational research will enable effective measurement of any change or long-term impact during and post programming interventions.

3. Tasks

- a) Conduct a desk review and analysis including relevant facts, reports, policies, action plan generated by the government, law enforcement agencies, international organisations and local authorities.
- b) Develop tools and methodology for conducting the needs assessment (including survey questionnaire and interview guidelines), incorporating existing ICMPD methodology used for similar needs assessments in other project countries.
- c) Conduct needs assessment in the identified areas.
- d) Produce an interim report and a final needs assessment report.
- e) Provide recommendations for strategic planning.

4. Deliverables

The key deliverables are:

1. Conduct desk review and analysis including review of the relevant and available material on needs of prospective migrants in Afghanistan and gaps that MRCs could

fill. This desk research should also map the ongoing contributions of other government/ NGOs/ INGOs/ UN partners in the area of awareness raising on promoting safe migration and highlighting the dangers of irregular migration in order to identify possibilities to build partnerships. The report/findings for this activity (3-5 pages max) is due at the end of the first month.

2. Prepare and submit to ICMPD a detailed research work plan and methodology for the research to be conducted, including research questions, survey guidelines, guidelines for semi-structured interviews and focus group discussions, and methodology for analysis, by end of the first month of the assignment. Integrate comments received from ICMPD to the work plan, questionnaires and guidelines.
3. Implement and analyse (through SPSS or similar analytical software) the results of a 700-1200 household survey in order to identify gaps and assess target communities' needs and priorities in terms of information on migration processes in Afghanistan and existing government services in this regard. The survey should moreover assess the needs, challenges, goals, knowledge and qualifications of the migrants as well as the countries and employment envisaged by them.
4. Conduct minimum 20-30 semi-structured key informant interviews and ten focus group discussions. Key informant interviews should include one per province (15 – 20 provinces to be selected; with youth, families and communities) and focus group discussions should similarly be spread across multiple regions. Five or more group discussions should be conducted with key informants from provincial MoRR and MOLSA departments, police, civil society, and media. (Note: The interviews with the government / law enforcement officers and international partners will be conducted jointly with another ICMPD researcher). Anonymised interview and focus group discussion summaries (in English) shall be provided to ICMPD by the end of the project.
5. Prepare an interim report. This report shall identify key findings to date, as well as help structure and strengthen the second part of the research and address any challenges or shortcomings identified. The interim report shall also include a max three-page summary, outlining also issues and challenges encountered. Anonymised summaries of interviews or focus group discussions conducted to date shall be annexed to the report. The report shall be provided by the end of the third month.
6. Prepare a final report of 50 to 80 pages including both provincial and district-specific analysis and recommendations with a 3- 5 page executive summary also included. The report will be considered final after a thorough consultation with ICMPD and revision accordingly. The report shall be provided by the end of the fifth month.
7. Together with the final report, separate deliverable of max 10 pages with clear, practical and feasible outreach and awareness raising strategy for the MRCs in the selected areas, based on the research results.

5. Reporting lines

On a bi-weekly basis, the service provider will report to Samim Ahmadi (country coordinator, based in Kabul), Hina Maqsood (project officer, based in Islamabad) and Katharina Hahn-Schaur (ICMPD researcher) who are in charge of the overall supervision both in terms of administrative and content issues and who will provide input and comments on deliverables as needed.

The needs assessment study will be closely implemented with the support of the Ministry of Refugees and Repatriation (MoRR) and its related provincial departments (DoRRs), providing access to communities and community leaders.

6. Qualifications and Experience

The interested service provider should provide both, a technical and a financial proposal (RFQ form further below) for the services described above. Technical proposals shall be convincing and should include elements which provide information about your qualifications and experiences such as CVs of the involved experts, a detailed list of reference projects or alike (see details below).

7. Timing, duration and location

- The location of the individual/ company is flexible (preference will be given to local Kabul based).
- At present, the duration on this assignment is from four to six months. The total duration for the contract cannot exceed 120 days in total.

8. Submission of offer

Tenders shall submit an offer containing the following:

1/ Understanding of the assignment

This part should summarise the most important aspects of the assignment as perceived by the tenderer.

2/ Approach and methodology

In this part, the tenderer should briefly explain the way in which he/she proposes to perform the tasks. This entails a detailed description of how you plan to conduct the work and any other element you consider convincing. Offers should include a detailed work plan explaining the way in which he/she proposes to perform the assignment, the methodology (following social science standards) proposed, in line with all relevant specifications of the CfP.

3/ CVs

This part must include the curriculum vitae of the staff members and experts who will actually perform the tasks of this assignment. In particular it must be demonstrated that they have the necessary skills to perform all tasks as well as the qualifications outlined above.

The expert/ company will also submit a one page (max 500 words) narrative background information about yourself and / or your institutes/ organisation. Also examples of similar/ topic- related research conducted must be shared/ provided.

4/ Budget

The budget of this assignment should be cost effective and realistic. The budget shall not exceed 20,000 EUR. The financial offer form is annexed with the CFP.

5/ Request for Quotations

The tenderer must fill in the Request for Quotation form (available below) with the offer. The form must be signed and dated.

9. Deadline and additional information

Persons interested in this assignment must submit an offer not later than **23 July 2019**, close of business, to the following e-mail address: hina.maqsood@icmpd.org

Offers must be signed by the tenderer or his duly authorised representative.

The contract will be awarded according to the following criteria:

- Clarity and presentation of the proposal
- Appropriateness of qualifications and related experiences (reference projects)
- Proposed methodology

The contract will be awarded to the most economically advantageous tender according to the 'best quality-price ratio'.

Tenderers will be informed by **9 August 2019** whether their offer has been accepted or rejected.

REQUEST FOR QUOTATIONS

MRC Afghanistan: Needs Assessment

To:

Company name:	
Contact person:	
Address:	
E-mail:	
Phone:	

Reference: MRC Afghanistan, Call for Proposals – MRC needs assessment

Services to be procured: MRC Afghanistan - Needs Assessment

Deadline for submission: 23 July 2019

ICMPD hereby invites you to submit your quotations for the following services as per conditions stipulated below and in the preceding Terms of Reference.

Type of service	Price in EUR
1. Conduct desk review and analysis including review of the relevant and available material on needs of prospective migrants in Afghanistan and gaps that MRCs could fill. This desk research should also map the ongoing contributions of other government/ NGOs/ INGOs/ UN partners in the area of awareness raising on promoting safe migration and highlighting the dangers of irregular migration in order to identify possibilities to build partnerships. The report/findings for this activity (3-5 pages max) is due at the end of the first month.	
2. Prepare and submit to ICMPD a detailed research work plan and methodology for the research to be conducted, including research questions, survey guidelines, guidelines for semi-structured interviews and focus group discussions, and methodology for analysis, by end of the first month of the assignment. Integrate comments received from ICMPD to the work plan, questionnaires and guidelines.	

<p>3. Implement and analyse the results of a 700-1200 household survey in order to identify gaps and assess target communities' needs and priorities in terms of information on migration processes in Afghanistan and existing government services in this regard. The survey should moreover assess the needs, challenges, goals, knowledge and qualifications of the migrants as well as the countries and employment envisaged by them.</p> <p>Please indicate proposed sample size of the survey: _____</p>	
<p>4. Conduct minimum 20-30 semi-structured key informant interviews and ten focus group discussions. Key informant interviews should include one per province (15 – 20 provinces to be selected; with youth, families and communities) and focus group discussions should similarly be spread across multiple regions. Five or more group discussions should be conducted with key informants from provincial MoRR and MOLSA departments, police, civil society, and media. (Note: The interviews with the government / law enforcement officers and international partners will be conducted jointly with another ICMPD researcher). Anonymised interview and focus group discussion summaries (in English) shall be provided to ICMPD by the end of the project.</p> <p>Please indicate proposed number of key informant interviews: _____</p>	
<p>5. Prepare an interim report. This report shall identify key findings to date, as well as help structure and strengthen the second part of the research and address any challenges or shortcomings identified. The interim report shall also include a max three-page summary, outlining also issues and challenges encountered. Anonymised summaries of interviews or focus group discussions conducted to date shall be annexed to the report. The report shall be provided by the end of the third month.</p>	
<p>6. Prepare a final report of 50 to 80 pages including both provincial and district-specific analysis and recommendations with a 3- 5 page executive summary also included. The report will be considered final after a thorough consultation with ICMPD and revision accordingly. The report shall be provided by the end of the fifth month.</p>	
<p>7. Together with the final report, separate deliverable of max 10 pages with clear, practical and feasible outreach and awareness raising strategy for the district MRCs in the selected areas, based on the research results.</p>	

Conditions

All prices should be VAT excluded and free of taxes

Please specify:

Validity of quotation	
Cancellation Policy	
Payments Conditions	
General conditions	To be annexed if any

Other comments:

Submission of offers

The offer should be sent in English, signed by an authorised representative, dated and stamped. If sent by e-mail please scan the signed offer.

Submit your offer by returning the filled form together with your technical proposal to:
hina.maqsood@icmpd.org

ICMPD
Ms. Hina Maqsood
Project Officer – MRCs
Islamabad, Pakistan

Vendor's declaration:

By submitting this offer the undersigned authorised representative confirms to be free of any conflicting interests and to adhere to ethical behaviour and anti-corruption practices.

Signature

Name

Date
