



International Organization for Migration (IOM)

The UN Migration Agency

Call for Proposals
from qualified non-governmental organizations or individuals on
carrying out training sessions on psychosocial assistance to vulnerable groups (including mobile
populations) and
empowering NGOs to deliver psychosocial assistance to internal migrants
Ulaanbaatar, Mongolia

Background Information

In July 2017 IOM Mongolia launched a pilot phase of the eighteen-month project “Understanding and Managing Internal Migration in Mongolia”. This pilot phase aimed to strengthen internal migration management through enhanced data collection and capacity building of government agencies and key stakeholders. Two reports were produced under this project: “[Mongolia: Internal Migration Study](#)” and “[Mongolia: Urban Migrant Vulnerability Assessment](#),” as well as a policy brief on internal migration. These studies and the policy brief provided a baseline and recommendations for further initiatives to improve management of internal migration in Mongolia.

Based on both studies and findings from the activities in the pilot phase, the current “Understanding and Managing Internal Migration in Mongolia” project is a four-year intervention that is implemented in partnership with the Ministry of Labour and Social Protection, Municipality of Ulaanbaatar, National Statistics Office of Mongolia, General Authority for State Registration, Ulaanbaatar Emergency Management Agency, rural local governments and civil society organizations. The project comprises three outcomes related to 1) Internal Migration Data; 2) Internal Migration Governance; and 3) Targeted Interventions. These outcomes will contribute to the objective of improving socio-economic well-being of internal migrants in Mongolia through evidence-based, migration inclusive policies and concrete interventions on the ground aimed at enhanced access to information and services.

The first outcome on internal migration data will bridge the existing gap in up-to-date data and analysis to inform policies and actions on internal migration. The second outcome of the programme seeks to consistently integrate a migration perspective and the needs of internal migrants into policies and programmes in a comprehensive and coordinated way to promote inclusive internal migration governance that contributes to Mongolia’s development. By providing stakeholders with a broader knowledge base on internal migration and developing an Action Plan with tailored recommendations regarding short, medium, and long-term policy responses, the Government of Mongolia will be able to design and implement interventions to better respond to the needs of internal migrants and mainstream internal migration into policy planning and response.

The third outcome will reduce vulnerabilities of internal migrants through improved access to information, services and targeted interventions. In close collaboration with Municipality of Ulaanbaatar, government at the national and local levels (*khoroos*, *aimags* and *soums* administrations) and civil society organizations, two information campaigns will be launched to enable urban migrants in Ulaanbaatar and prospective internal migrants in rural areas to make informed decisions about migration, including opportunities and risks associated with internal migration, implications of the migration restriction, eligibility and access points for advice and services, available settlement areas, risks associated with labour exploitation and land tenure, available grievance redressal mechanisms, potential destinations other than Ulaanbaatar, government incentive programmes supporting return migration and settlement in rural areas.

The information developed as part of developing the information campaigns will be adapted to be used for capacity strengthening of khoroo and staff of Integrated Public Service Centres to provide continuous orientation and support to internal migrants. Khoroo administrations, especially social workers and kheseg leaders working in closest proximity to communities, and thus best positioned to respond to the needs of urban migrants through provision of information and services (e.g., in the case of social workers, psychological counselling and casework support) will be trained under this Output 3.2.

IOM, as requested by Municipality of Ulaanbaatar and in collaboration with Municipality's Training Centre for public servants and Urban Governance Project of the Asia Foundation, intends to deliver a total of 10 training sessions for about 100 social workers from Ulaanbaatar during about 2 weeks. The purpose of these trainings is to increase the capacities of the social workers to deliver psychosocial support to vulnerable groups, including internal migrants especially taking into account the impact of COVID-19 pandemic and related restrictions.

Under Output 3.3, the project will contribute so that NGOs have improved capacity to deliver migration-related information and services, especially to female migrants. The purpose of this Output is to alleviate the burden on khoroo administrations and local public administrations in rural aimags that face capacity and resource limitations and thus, improve outreach to vulnerable urban migrants in Ulaanbaatar city, but also to internal migrants and prospective internal migrants in rural areas of the country.

Correspondingly IOM has previously identified through a competitive process a lead NGO that will build a network of local-based civil society organizations (NGOs) both in Ulaanbaatar and rural Mongolia, build their institutional capacity, organize and supervise organization of information days, establish, implement and monitor service delivery mechanisms and ensure overall sustainability of the entire activity. It is expected that local NGOs will transfer the knowledge and skills accumulated during the training sessions to other local organizations active in the same geographical region.

With the present Call IOM intends to identify a qualified NGO or individual(s) - Organization/Individual(s) - who would support the selected lead NGO with necessary activities to capacitate the local NGOs to deliver psychosocial assistance to existing internally mobile populations and prospective migrants.

Under the overall supervision of the Chief of Mission (COM) based in Beijing, China, direct supervision of Programme Manager; in cooperation with relevant units at the Regional Office for Asia and the Pacific in Bangkok, the selected Organization/Individual(s) will ensure the quality assurance and will be able to meet tight deadlines for the following work (scope of work):

- I. Deliver training sessions to social workers from the Municipality of Ulaanbaatar on providing psychosocial support, including during COVID-19 pandemic:
 - Elaborate the training module
 - Deliver training sessions for social workers
 - Develop informational support materials for social workers as well as materials for public at large, including internally mobile populations.

II. Contribute to strengthening the capacity of local NGOs:

- Contribute to the organization, in close coordination with IOM and lead NGO, of the process of identifying and selecting 10-15 NGOs from UB and aimags that are affected by migration.
- Contribute to the organization and delivery by the lead NGO of two ToTs for selected NGOs' representatives to enable them to provide information services, as well as psycho-social and casework support tailored to internal migrant individual circumstances and vulnerabilities.

III. Train social workers/psychologists and support casework service delivery:

- Develop training module and train social workers/psychologists of NGOs as counsellors and/or caseworker for internal migrants
- Design the pilot programme, implement it with selected local NGOs and supervise the delivery of psycho-social and casework support for newly arrived urban migrants and prospective internal migrants as well as their family members in rural aimags.

IV. Support NGOs to organize information days and outreach activities:

- Provide support to selected 10-15 NGOs from rural aimags and Ulaanbaatar will organize Information Days and outreach activities to provide tailored information and support to newly arrived migrants and to prospective migrants, both in Ulaanbaatar and rural Mongolia.

The selected Organization/Individual(s) is/are expected to have and continue building strong collaboration record with the Capital City Governor's Office, City Social Welfare Agency of Ulaanbaatar Municipality and Aimag Governor's offices, as well as other relevant government organizations and to prove the capacity to expand those collaborations both geographically and qualitatively. The Selected Organization/Individual(s) should be ready to be subjected to intensive and multiple-layered monitoring from all the stakeholders involved in running the planned activities.

The selected Organization/ Individual(s) will also contribute to overseeing the long-term sustainability of local NGOs work with migrants and prospective migrants and will develop mechanisms for further institutionalization of the initiative. The selected Organization/Individual(s) will travel to selected aimags as required/necessary.

Workplan Outline with Deliverables

Phase	Deliverable	Deadline
I. Trainings for social workers: conceptual phase	1.1 Draft of the Training module is delivered 1.2 Draft of training materials and information materials are delivered 1.3 Demo training is organized	June 5 th , 2020
II. Trainings for social workers:	2.1 Final versions of training modules and related training and	June 19 th , 2020

implementation phase	<p>information materials are delivered</p> <p>2.2 Trainings are delivered</p> <p>2.3 Activity Report is submitted</p>	
III. Local NGOs Network: Conceptual phase	<p>3.1 Draft Training Module for social workers and psychologists delivered</p> <p>3.2 Contributions to Draft Concept for the organization of Information Days in UB and 13 aimags are delivered</p> <p>3.3 Draft Design (Concept) of the of the Pilot program to deliver psychological and casework support to internal migrants is delivered to IOM</p> <p>3.4 Progress report I</p>	June 19 th , 2020
IV. Training phase	<p>4.1 Contribution to: M&E tool for NGOs and evaluation methodology are co-developed</p> <p>4.2 Contribution to: knowledge and skills accumulated during the ToTs are transferred to other similar organizations working at local level (supervision of knowledge and skills transfer sessions)</p> <p>4.3 Final version of the Module for training social workers and psychologists delivered</p> <p>4.4 Contribution to: Final version of the Concept for the Organization of Information Days in UB and 13 aimags is delivered to IOM</p> <p>4.5 Final version of the Design (concept) of the of the Pilot program to deliver psychological and casework support to internal migrants is delivered to IOM</p> <p>4.6 Contribution to: A sustainability strategy for the entire intervention is developed</p> <p>4.7 Progress report II</p>	July 3 rd , 2020
V. Implementation phase	<p>5.1 Minimum 20 social workers and psychologists are trained</p> <p>5.2 Contribution to: Information days in 13 provinces and UB city are conducted</p> <p>5.3 Service provision by selected NGOs is operational</p> <p>5.4 Final narrative and financial report of work undertaken in English and Mongolian</p>	August 31 st , 2020

Under the present call a “finalized” material is the product that was duly coordinated with IOM throughout the development process and has been officially accepted by IOM as being according to required standards.

It is expected that local NGOs which will be identified and trained will organize follow-up sessions with other local organizations in the same geographical region with minimal support but under strict supervision from the lead NGO, selected Organization/Individual(s) and IOM.

It is expected that the two ToTs that will be organized could be used as a platform to consult and validate the draft concepts under deliverables 3, 4 and 5.

DETAILED PAYMENT SCHEDULE

Payment will be rendered in three installments. The first installment will be transferred upon the completion of the first Conceptual phase and the other two will be completed based on deliverables received by the deadlines outlined in the Deliverables and Payment Schedule sections of this contract. Only after the completion and submission of deliverables, which meet a satisfactory level determined by IOM, will payment be transferred.

Milestone Description	Required Deliverable	Percentage of Total Payment
Signing of contract and detailed timeline of assignment		
Accepted report on the Phase I	Deliverables 1.1 - 1.3	20%
Accepted report on the Phase II and III	Deliverables 2.1-3.4	40%
Accepted report on Phase IV	Deliverables 4.1-4.7	30%
Finalization of the intervention and acceptance of Final Report	Deliverables 5.1-5.4	10%

Expected results framework

Objective	Indicators	Target
Local NGOs have improved capacity to deliver migration-related information and services, especially to female migrants.	1.Number of training materials developed	At least 1 training material (psycho-social support module) ToT module - 10 hours; 50 pages and e-version - will include: agenda, presentations, pre- and post-evaluation questionnaires, all necessary training tools
	2.Number of local NGO personnel trained on delivery of information and services to internal migrants, especially psycho-social and casework support	At least 20 (sex-disaggregated) social workers and psychologists from 10-15 local NGOs are trained
	3.Percentage of training participants who scored at least 70% on the subject knowledge	75% of training participants (sex-disaggregated)

	assessment.	
	4. Number of information days and outreach activities organized	At least 1 information day organized in 14 locations: Ulaanbaatar and 13 aimags
	5. No of migrants who received services and support from local NGOs (e.g., psycho-social and casework support)	At least 1500, disaggregated by sex and age

Requirements for the Organizations/Individual(s) submitting proposals are the following:

- Registered as NGO and free of any limitations to organize in Mongolia the activities pertinent to this Call (for Organizations only);
- At least 4 years of experience (either as organization or as individuals who will make up the implementation team) in developing training manuals and organizing trainings on psychosocial support for vulnerable groups, delivering of psycho-social services as well as cooperating with local and national authorities;
- Strong track record of previous work with vulnerable communities; experience in working with internal migrants will be considered a strong asset;
- Established relationship with the relevant authorities in Ulaanbaatar at all administrative levels as well as in multiple aimag administrations on issues that are relevant to the deliverables of the present Call.

Your Proposal should include:

General Information

- Brief description of the applicant
- Experience with the implementation of other similar projects
- Secured partnerships with other institutions/organizations etc.
- Resume(s) of the individual or Organization's team members who will be assigned for this initiative
- References from partners or previous donors
- Activity reports of the Organization from previous years

Narrative Proposal for the assigned task

- General approach and strategy
- Description of the activities (steps to produce deliverables)
- Detailed Workplan/Timeframe

Budget

Please follow:

For Organizations -

- a) the vertical structure: instalment, phase, deliverable, activity
- b) the horizontal structure: name, unit, cost per unit, number of units, total

The budget should reflect operational costs and administrative costs (core staff and office costs)

For individuals -

Please submit a financial proposal in USD, specifying the requested amount per working day, number of days, adding related costs, i.e. fees, phone calls etc. The financial proposal shall specify a total lump sum amount, and payment terms around specific deliverables presented in the Call. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. The individual will be responsible for all the taxes associated with this consultancy.

The proposal should be drafted in English.

IOM will provide:

1. After the selection of the Organization/Individual(s), a consultative initiation meeting will be organized by IOM to ensure common understanding of the objectives of the project proposal and use of the funds in the best way possible.
2. IOM, as the overseeing agency, will provide support in terms of guidance, monitoring and evaluation to the selected Organization/Individual(s).

Assessment of proposals

The proposals will be assessed by IOM based on their relevance, effectiveness, efficiency and potential impact. IOM might organize consultations and negotiations with applicant Organizations/Individual(s) after receiving the proposals. Selected Organization/Individual(s) will be invited to submit a finalised revised full project proposal, following guidance from IOM.

Please note that the full version of this Call for Proposals is published on <https://www.iom.int/countries/mongolia>

Final proposals should be emailed to IOM at the following address: iomubadminhr@iom.int

Any questions and clarifications should be addressed to Victor Lutenco, Programme Manager at vlutenco@iom.int and Oyunbileg Rentsendorj, National Project Officer at orentsendorj@iom.int

Deadline for Submissions was extended to June 2nd, 2020

<i>Your proposal will be reviewed <u>exclusively</u> by selection board from IOM and will not be circulated out of our office premises.</i>
