

Request for Proposals: Evaluation Consultant

The International Organization for Migration (IOM) is requesting proposals for an evaluation on Post Distribution Monitoring (PDM) of IOM's cash and/or commodity distribution to migrant workers impacted by COVID-19 and/or migrant workers who are seeking remediation due to violation of their labour and human rights in the Hong Kong Special Administrative Region, China (Hong Kong SAR, China).

1 OBJECTIVES

To address challenges and promote the protection of migrant workers across Asia in response to COVID 19, IOM set up funding schemes for civil society organizations (including trade unions and migrant-led groups) to provide needs-based humanitarian relief and assistance to migrant workers and their families impacted by COVID-19. In addition, IOM set up a fund to support migrants with access to remedy. Following the implementation of funding schemes, IOM aims to conduct a Post Distribution Monitoring (PDM) survey for migrant workers who received IOM's support and/or cash-assistance with the following objectives:

- To obtain feedback on the project, particularly on the distribution process and the ability of the beneficiaries to access assistance.
- Determine the effectiveness of the intervention in relation to addressing the needs of the community and assess beneficiary satisfaction.
- Documentation of project achievement, best practices and lessons learned for project improvement and future implementation.

Indicators to be Assessed

- # of migrant workers (M/W) who are benefitting from project interventions
- % of assisted migrant workers reporting positive socio-economic impact

2 SCOPE OF THE CONSULTANCY

To achieve the above objectives, IOM seeks a qualified Evaluation service provider or consultant(s), who will work under the direct supervision of the IOM Hong Kong SAR, China Head of Sub-Office.

The PDM will use both quantitative and qualitative methods to gather beneficiaries' feedback and inputs through a survey, which will be conducted in-person (if resources and circumstances allow) or over the telephone.

Individual quantitative survey questionnaire will be provided by IOM and it will be reviewed and finalized by mutual discussion between IOM and the Service Provider or the Consultant(s). The service provider or the consultant(s), in consultation with IOM Hong Kong SAR, China team, will develop questionnaires for qualitative data collection in line with proposed and agreed upon survey methodology.

The service provider or the consultant(s), in consultation with IOM, will agree on standard template to be used for final reporting.

The service provider or the consultant(s) will be responsible for the following duties and responsibilities:

- Develop a detailed inception report which covers survey methodology, work plan including delivery timeline, schedule and training plan on enumerators, composition of a standard monitoring team, number/qualifications of enumerators, plan for conducting interviews in migrants' languages, plan for keeping refusal rates to the minimum, sampling method and timeline of all activities.
- Develop methodologies, tools and templates for field survey and gathering of qualitative information in close coordination with IOM.
- Carry out field survey.
- Analyse the quantitative and qualitative data collected from the field to assess relevancy of cash assistances as well as relief items provided to migrants in close coordination with IOM.
- Conduct the translation of the survey result from migrants' language into English (if applicable).
- Submit final version of report, analysis sheet and work completion report when the report is approved by IOM.
- Provide progress updates to IOM as required.

3 TIMELINE

The evaluation will be implemented over a period of **25 working days**. Please note the timeline does not account for the total duration of the project implementation (including IOM time to review and provide feedback/approval on each activity).

4 EDUCATION AND COMPETENCIES

Education

- Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar); or
- University degree in the above fields with 3 years of relevant professional experience.

Competencies:

- Proven experience of designing and implementing quantitative assessments, ideally in a humanitarian setting;
- Knowledge of monitoring standards, methodology and tools;
- A good command of data collection and interviewing techniques;
- Capable of synthesizing quantitative data to write clear, engaging reports conveying the results of the monitoring assessments;
- Strong analytical, oral and written communication skills, and report writing skills in English.
- Preferably prior experience working with non-profit organizations;
- Excellent time management skills and ability to produce outputs as per agreed deadlines;

5 METHOD OF APPLICATION

Applicant must submit following documents:

1. **Curriculum Vitae (CV);**
2. **Cover letter** clearly summarizing applicant's experience as mentioned above;
3. Narrative and financial **proposal;**
4. **Sample Report-** Please provide a copy of previous written report (similar type of report submitted to any organization in the past).

The total budget should not exceed USD12,000. It should cover all costs needed to conduct this exercise, including field/phone survey, interpretation, translation, venue rent (if applicable), reporting, and other relevant costs.

The completed Request for Proposal with above documents should be clearly marked CFCV-2205 and should be submitted to IOMHongKongOffice@iom.int no later than **26 August 2022** COB. Kindly keep the file size under 10MB.

Contact Person: Ms. Vini Damayanti; Email: vdamayanti@iom.int

The proposal should be submitted in English.

Application material are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process. Please take note that incomplete application will be rejected.

Notes:

The service provider or the consultant(s) will be paid as per the IOM rules and regulations for the consultant within the country. The service provider or the consultant(s) will be responsible to manage basic equipment like laptop and other equipment required for the consultancy with their own.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CONSULTANTS/ORGANIZATIONS WILL BE ASSESSED

FIRMS/Consultants WILL BE RESPONSIBLE FOR ANY TAX OR VAT ISSUES IF APPLICABLE