

## TERMS OF REFERENCE

### **Short Term Consultancy Required** **For establishment of a Pilot Project 'Facilitation & Reintegration Centre (FRC) for intending or returnee Pakistani migrant workers**

#### **PROJECT TITLE:**

Establishment of a Facilitation & Reintegration Centre (FRC) as a Pilot Project at Overseas Pakistanis Foundation, Head Office, Shahrah-i-Jamhuriat, G-5/2, Islamabad.

#### **BACKGROUND**

Reintegration is a fundamental though challenging aspect in return migration. Preserving migrants' rights, ensuring their protection and well-being and contributing to local development while enhancing the reintegration perspectives of the individual, are some of the vital areas and require concentrated and focused efforts. OPF together with Ministry of Overseas Pakistanis & Human Resource Development are jointly implementing Migrants Facilitation and Reintegration Program. The overall objective of this program is to support Pakistani Migrants, especially those who return or intend to return to Pakistan in coming months.

#### **TARGET GROUPS:**

The project to focus on facilitation and reintegration services to intending/returnee overseas Pakistani workers returning permanently to Pakistan or intending to return in near future.

#### **CHALLENGES FACED IN RETURN AND REINTEGRATION:**

Linking reintegration measures are key to a successful return. Some of the more important challenges faced in return and reintegration process amongst others include;

- a) Cultural and social challenges and the impact on families
- b) Definitional issues, such as identification of target groups and their specifications.
- c) Capacity building of institutions related to migration and returnees.
- d) Identification and registration of returnees and data compilation.
- e) Compilation of data of returning workers.
- f) Financial rehabilitation (Financial Support, micro finance, soft term loans etc.,).
- g) Enhancing compatibility of educational systems for children of returning migrants.
- h) Facilitation and support in safe investments by returning migrants.
- i) Policy and legislative recommendations such as rebate in taxes for businesses started by returnees, discount in taxes on transfers of properties, etc.,

#### **SPECIFIC OBJECTIVES AND PURPOSE:**

The aim of the action plan is to draw up a clear framework and guidelines for reintegrating and forming migration policies and programs, identification of stake holders to be involved in the process and the specific actions to be carried out within certain time lines. This is with the overall objective to strengthen OPF capacity to manage migration and tap into its development potential. The project consultation study will be based on two phases;

**First Phase (Duration: Six (6) weeks):**

To put in place a Facilitation & Reintegration Centre (FRC) with essential staff as a Pilot Project and start collecting data and networking with other relevant organizations who will partner with OPF in facilitation and reintegration of return migrants. This phase is largely laying the preparatory work/scoping for policy and further program formulation.

**Second Phase (Duration: Three (3) Months):**

In this phase the Consultant will be responsible to execute plan with implementing organizations. During the implementation phase the Consultant will be reviewing the success and challenges being faced and accordingly carry out mid-course corrective measures.

**SPECIFIC ACTIVITIES OF THE CONTRACT/CONSULTANCY**

The consultant will be expected to produce a clear and well documented action plan with procedures on how to reintegrate and form migration facilitation and reintegration policies and processes in OPF. The action plan should determine the steps to be followed towards realizing the proposed action plan and OPF's role in realization of the interventions proposed. The consultant will be required to undertake the following specific activities:-

- i. Desk research about the needs of returnees.
- ii. International best practices by reviewing programs and projects implemented by other countries.
- iii. Critical Analysis to ascertain institutional and procedure parameters to support returning migrant workers.
- iv. Conduct extensive consultations with relevant departments and focal persons on migration.
- v. As-Is Situation
- vi. Conduct a comparative contextual analysis between countries with successful community based initiatives for reintegration and to identify practices which could be replicated.
- vii. Gap Analysis of implementing and partner organizations.
- viii. To examine various programmes run by international organizations including International Organization for Migration (IOM), International Labour Organization (ILO), International Centre for Migration Policy Development (ICMPD) etc.,.
- ix. Identify and merger of existing sources of data of returnees.
- x. Formulate a set of concrete recommendations on how reintegration assistance could evolve community-based initiatives.
- xi. Prepare the action plan by holding consultative meetings with the stakeholders
- xii. Prepare and present the draft report to OPF Management
- xiii. Incorporate the feedback from stakeholders into the final action plan to be submitted.
- xiv. Prepare a work plan for the preparation of a handbook, SOPs and process flow chart for reintegration.

**THE CONSULTANCY OUTPUTS**

The outputs of the consultancy to develop procedures to implement key policy reforms and processes in migration and identification of key actors. This will include;

- Inception report detailing proposed approaches and specific work plan on achieving specific deliverables for the full period (within 5 working days after start of contract);

- Fortnightly progress report of work programme and update to be provided for Periodical reviews by OPF.
- An elaborated Action Plan for policy reform and reintegration of migration priorities.
- Implementation strategy.

### **THE CONSULTANCY TIMEFRAME**

The consultant will be required to complete the exercise within six (6) weeks after the signing of the contract and produce the outcomes and outputs as outlined above.

### **CONSULTANT'S POSITION**

Both individual consultants as well as companies can apply.

### **CONSULTANT(S) QUALIFICATIONS**

Consultant must have relevant experience in undertaking a task of similar magnitude, and shall preferably among others, have the following qualifications and experience

- Should have Master Degree in social sciences preferably in international relations, law.
- At least 10 years of professional working experience at national or regional levels on project designing and implementation. Preference will be given to experience of working on migrant workers and their rehabilitation.
- Adequate knowledge and exposure to Regional Economic Communities, Migration and regional cooperation initiatives will be required.
- Analytical skills with ability to write and review technical reports will be required.
- Proven experience in developing intervention strategies in policies and programs.
- Proven track record to work in a multi-cultural and multi-disciplinary environment is necessary.
- Excellent inter-personal communication, analysis and writing.

### **EVALUATION CRITERIA: 70% TECHNICAL, 30% FINANCIAL COMBINED WEIGHT**

Technical Evaluation Criteria (based in the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria;

- a) CVs of the HR deputed for this project, having Master Degree in social sciences; preferably in International Relations, Law (20%).
- b) Minimum 10 years of experience of professional working experience at national or regional levels on project designing and implementation. Preference will be given to experience of working on migrant workers and their rehabilitation (20%).
- c) In-depth and proven knowledge and experience in the implementation of development initiatives, policies and programmes relating to facilitation, return and reintegration of overseas migrant workers (20%).
- d) Working experience with Government, Semi-Government, Corporate bodies and INGO's in migration related issues with particular reference to Pakistan (20%).
- e) Previous working experience on return and reintegration project (10%).

- f) Experience in working as part of a multidisciplinary team of experts and consultants; (10%).

**BUDGET AND PAYMENT SCHEDULE:**

Quote rates for Phase 1 and Phase 2 separately and total amount.

**Phase 1:**

- i. Consultant will quote the budget in Pak Rupees for his/her services.
- ii. 30% agreed amount will be paid on commencement of work and submission of module/manual and handouts.
- iii. 50% agreed amount will be paid after completion assignment.
- iv. 15% agreed amount will be paid after submission of report and analysis on pre & post evaluation.
- v. 5% retained amount to be paid six month after final approval of report.

**Phase 2:**

- i. 20% at start of implementation phase.
- ii. 30% at start of proper functioning and implementation of SOPs.
- iii. 30% after mid-term review by OPF after 2 months of start of functioning.
- iv. 15% at conclusion of implementation phase.
- v. 5% retained security to be refunded after 6 months of end of project.

**RECOMMENDED PRESENTATION OF PROPOSAL:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important.

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted within 15 days of the publication of this advertisement. Incomplete applications will not be considered and only candidates/companies for whom there is further interest will be contacted. Proposals must include:

- 1) CV addressing the evaluation criteria and why you consider yourself the most suitable for this assignment.
- 2) 3 professional references most recent
- 3) A brief methodology on how you will approach and conduct the work,
- 4) Financial Proposal specifying the daily rate and other expenses, if any
- 5) Letter of interest and availability specifying the available date to start and other details

Queries about the consultancy can be directed to the FRC Pilot Project Unit email: [frc@opf.org.pk](mailto:frc@opf.org.pk).

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