



International Organization for Migration (IOM)
The UN Migration Agency

Request for Expression of Interest

National Consultant for Development of Migration Profile for Nepal

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of the project entitled: Nepal Migration Profile: Promoting Strategic and Evidence Based Policy-making, IOM now invites Expression of Interest from Companies/Service Providers for the development of Migration Profile for Nepal as per the outline below.

BACKGROUND

Migration plays an important role in Nepal's economic and social development. In recent years, due to the significant contribution of remittances, migration has risen to the top of the policy agenda in Nepal. The Government of Nepal is increasingly realizing the importance to leverage the link between migration and development. However, reliable data on migration are often scarce, making it difficult for decision-makers to develop effective migration policies. Where migration statistics do exist, policy-makers do not make full use of them since the majority of relevant institutions and policy makers are not aware of how it could be analysed and used for decision making and planning.

The inclusion of migration and human mobility in the Sustainable Development Goals (SDGs) further highlights the need for reliable data to measure progress towards the targets. The Agenda's core principle to "leave no one behind" including migrants, requires data disaggregation by migratory status, acknowledging significant migration data needs but also creating the opportunity to improve migration data.

In addition, the New York Declaration for Refugees and Migrants called upon states to ensure that migration data are disaggregated by migratory status. The current draft (zero draft plus) of the Global Compact for Safe, Orderly and Regular Migration (GCM) sets out the collection and utilization of accurate and disaggregated data as one of the 22 broader objectives and that the development and use of country specific migration profiles is proposed as one of the key actions.

In response to the growing demand for migration data, IOM Nepal is planning to start a new project (July 2018 – June 2020) to develop a Migration Profile, a concise statistical report, prepared according to a common framework, which could make it easier to understand "at a glance" the migration situation in a particular country. Migration Profiles provide a framework for bringing existing information from different sources together in a structured manner at both national and regional levels and a means to identify and develop strategies to address data and policy development needs. Migration Profiles intend to strengthen the evidence base and to encourage evidence-based migration policy making.

In order to enhance the coordination among relevant stakeholders and ensure the ownership, the project will establish an Inter-ministerial Working Group, and the Migration Profile will be prepared in full consultation with the Working Group members. Additionally, the project will widely disseminate the findings of the Migration Profile and train policy makers and practitioners on how to collect, analyse and utilize migration data for policy planning so as to ensure that migration data are actively used for policy development.

OBJECTIVES

The overall objective of this assignment is to support evidence-based policy making and promote the mainstreaming of migration into the policy planning process by making current existing migration data available to government and other stakeholders through the development and dissemination of a Migration Profile.

The specific objectives of this assignment are as follows:

- To map out available migration data sources on diverse migrant categories and their characteristics
- To provide a comprehensive evidence based account of the country's migration experience in a single concise document to serve as a planning tool for policy makers and practitioners
- To provide recommendations for the government of Nepal with regards to more effective migration management in Nepal

SCOPE OF WORK

Under the overall supervision of the Chief of Mission, IOM Nepal and the direct supervision of the Project Manager, the consultant will work jointly with a lead consultant (home based) to perform the following tasks.

Inception Phase

- Based on a desk review of existing information, assist the lead consultant in developing an inception report which outlines: proposed work-plan, tools/survey framework for migration data assessment, stakeholder analysis, and Terms of Reference for Working Group on Migration Profile
- Conduct assessment on available data sources, quality of data, reliability and consistency of data, data users' needs and priorities, and information gaps in collaboration with the lead consultant.
- Provide substantial inputs to develop the framework, design methodologies and instruments for data collection and analysis and adapt a template in coordination with the Working Group members.

Development of Migration Profile

- Collect data and other relevant information through organizing meetings, requesting information and conducting research in coordination with the ministries, departments and key stakeholders
- Produce drafts and final Migration Profile documents based on the Table of Contents and methodology agreed upon by the Working Group members in collaboration with the lead consultant
- Present the final draft to the Working Group members at validation meeting

Dissemination/Launch

- Assist the lead consultant in developing a policy brief/summary of the Migration Profile to disseminate the contents (approx.4 pages)
- Present the Migration Profile at Launch/Dissemination events

ADDITIONAL INFORMATION

- The Migration Profile guide is available at: <https://publications.iom.int/books/migration-profiles-making-most-process>
- Migration Profiles of other countries are available at: <http://gmdac.iom.int/national-and-regional-migration-profile-repository>

DELIVERABLES

The lead and national consultants are jointly responsible for delivering the following:

1. Inception Report
2. Assessment Report
3. Validated Migration Profile
4. Policy Brief/Summary of the Migration Profile with some graphical tables and charts

TIMELINES

No	Activity	Deadline – By the end of
1	Submission of Inception Report	1st month
2	Submission of Assessment Report	2nd month
3	Submission of first Migration Profile draft	9th month
5	Submission of final (validated) Migration Profile	14th month
6	Submission of a policy brief/summary of Migration Profile	15th month

REQUIREMENTS

- Advance degree in demography, development economics, migration studies, public policy or any other relevant disciplines
- Experience in statistical research and data assessment, preferably on migration related issues
- Excellent understanding of migration situations in Nepal and the sub-region
- Experience working with the senior officials of governmental institutions in Nepal
- Knowledge of Migration Profile Concept
- Confident use of statistical analysis software and social research methods
- Proven ability and experience in facilitating training workshops
- Proven experience in gender analysis/mainstreaming
- Abilities to work under pressure and meet deadlines
- Strong analytical, writing, editing and communication skills
- Fluency in both written and spoken Nepali and English

PAYMENT

- 20% upon signature of contract
- 30% upon submission of the first Migration Profile draft
- 30% upon validation of the Migration Profile
- 20% upon completion of all activities and approval of all deliverables.

COPYRIGHTS

IOM shall be entitled to all copyrights of related deliverables and materials under this consultancy contract.

HOW TO APPLY

The Expression of Interest shall be submitted in original and duplicate copy and should be received either by hand or through mail by IOM with office address at 768/12 Thirbam Sadak, Baluwatar-5, P.O. Box: 25503, Kathmandu, Nepal no later than 17 hours (Nepali Time), 19 July 2018.

1. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/ Service Provider.
3. The Application must be submitted on one original and one copy and envelop must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:

1. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative
 2. Duly Accomplished Annex A with All requested information.
 3. A proposal which summarizes a proposed work-plan, proposed methodology and relevant experience (not more than 10 pages in total)
 6. 3 most relevant previous works (preferably written as main or sole author)
 7. Updated curriculum vitae
 8. 3 references
 9. Proposed consultancy fee (exclusive of costs to organize meetings and workshops)
10. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: 768/12 Thirbam Sadak, Baluwatar-5, P.O. Box: 25503, Kathmandu, Nepal. IOM will respond to any request for clarification received on or before 12 hours (Nepali Time), 19 July 2018.
11. Applications shall be evaluated in accordance with the following criteria:
1. Capacity
 2. Track Record and Experience
 3. Technical Expertise
 4. Financial Strength
- Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.
12. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
13. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
14. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
15. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.