

## **Section II – Technical Proposal Standard Forms**

### **TPF-1: Technical Proposal Submission Form**

*[Location, Date]*

To: *Frantz Celestin*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for the Study on the impact of debt on the sustainable reintegration of Nigerian returned migrants in accordance with your Request for Proposal (RFP) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## **TPF – 2: Service Providers/ Consulting Firms Organization**

### **Term of reference**

IOM, the UN Migration Agency, began operations in Nigeria in 2001 with the Assisted Voluntary Return and Reintegration (AVRR) Programme, one of the organization's global initiatives, which helps stranded migrants who wish to voluntarily return home safely and supports the most vulnerable to get back on their feet. In 2002, IOM signed a cooperation agreement with the government of Nigeria and launched the country mission. Ever since then, IOM has continued to assist stranded migrants in host countries to return voluntarily to their home countries through the AVRR programs. IOM asserts that reintegration can be considered sustainable when returnees have reached levels of economic self-sufficiency, social stability within their communities, and psychosocial well-being that allow them to cope with (re)migration drivers.

Debt is understood to be one of many push factors contributing to one's decision to migrate irregularly. In order to relieve economic and psychosocial pressures from indebtedness, individuals may perceive it necessary to leave their home in order to achieve greater economic prosperity. Additionally, debt can also be associated with danger for migrants, those who choose irregular channels and informal lenders. Note to mention, debt is used as a means of coercion to keep migrants in inhumane situations resulting in debt bondage.

To this end, with support from the European Union, the Federal Government of Germany and GIZ funded projects, the debt research would help ascertain the proportion of migrants who have borrowed funds to migrate irregularly, the amount, the process etc. The outcome of this survey and qualitative study would be useful as a guide in to inform programme and policy design.

#### **a) Research Objective**

##### ***Overall objectives***

This research will seek to

- Suggesting a definition of migrant debts, as well as better explaining the social and cultural representation attached to debts for Nigerian returned migrants
- Understanding under which processes (decision-making processes) returned migrant have contracted debts, which actor/stakeholder is involved in the process, at which stages of their journey along the migration routes, and how it impacts their reintegration process.
- Understanding who is contracting the debts, under which forms, context and circumstances to better comprehend individuals' needs and vulnerabilities before and during their migration journey.
- Understanding the effect of debt on the economic, social, and psychosocial dimensions of a returned migrants reintegration process

- Informing government authorities and national partners on how to provide migrants with stronger structures and mechanisms for providing reintegration assistance to returning migrants with debt

***Specific objectives:***

- Identifying the level of debt-induced by the migration and the return
- Identifying loan schemes existing for migration, constraints, and limitations
- Exploring the impact on individual and household levels and coping mechanisms
- Exploring potential links between migration, indebtedness and protection risks
- Explore the impact of migrant's levels of debts on the sustainable return and reintegration process

**b) Geographic Scope & Target Populations**

***Geographic coverage***

The study will be conducted in Edo, Delta and Lagos states, selected firm/consultant will determine the number LGAs and communities (Ward level) through findings from desk review of literature and programme documents.

***Target population***

- **Individual surveys** will be conducted with returned migrants assisted to voluntary return by IOM in Nigeria. The research will target both male and female return migrants above 18 years old and who returned to their country of origin at least 6 months before the interview.
- **Key informant interviews** will target different individuals in communities of actual residence of migrants such as members of civil society organisations, members of associations, financial institutions and informal brokers (bogas) involved in money lending, religious and traditional leaders, and government officials.
- **Focus group discussions** will be organised with returned migrants who have contracted debt as a result of the migratory process, family members of migrants and migrants assisted to return, community members of migrants who have contracted debt as a result of the migratory process o

**c) Thematic Areas**

The thematic areas to be covered by the study:

- Migration as a coping strategy to individuals' debts, or debts as a result of the migration process

- The different levels of debts (low to high risks loans) contracted by migrants and how the debts varies according to the journey, destination/transit countries/smuggling or trafficking experiences
- How and to whom were the debts contracted during the journey along the central mediterranean route? Exploring both formal and informal types of loan schemes and institutions, including families, community members <sup>1</sup>.

Migrants and social groups most susceptible to contract debts before, during their journey (sociodemographic and economic profiles)

- The social and economic impacts of returned migrants' debts on their households
- The impact of debts on migrant's reintegration process (economic activities, financial stability, impact on the decision of remigration)
- Link between debts and vulnerability: does debts increase returned migrants' vulnerabilities? Does individual vulnerability (financial, poverty, unemployment) leads to more debts on the route?
- Impacts of return migrants' debts on migrant's social stability and psychosocial wellbeing?
- Role of the family (sacrifices, coping mechanisms, strategies put in place to financially support the future migrant) in contracting debts and how does it impact them?
- Mediation process: involvement of traditional and religious leaders and other community members or civil society organizations

#### **d) Expected Deliverables**

- a. Inception report (including desk review)**
- b. Development of methodology and research tools;**
- c. Training of enumerators for data collection**
- d. 400-500 individual quantitative surveys**
- e. Report of initial findings of quantitative research**
- f. Minimum 5 focus group discussions and 5 key informant interviews**
- g. Facilitate presentation to discuss findings and recommendations with IOM and relevant government and non government stakeholders.**
- h. Final report (with executive summary) with in depth analysis of data collected and recommendations** (Cleaned data sets and interviews transcripts will be shared with the IOM)

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<sup>1</sup> It would be important to determine and distinguish the different types of debts contracted by families linked to the migration experience, for example ransom requested by smugglers.

### **i. Infographics of key findings for distribution to partners**

The service provider will produce a **research report with in depth-analysis of data collected**. Cleaned data sets and interviews transcripts will be shared with the IOM Office. The service provider will organise at least one restitution workshop to discuss findings with IOM and relevant members of committee and/or national partners

## **e) Methodology**

### **Approach**

This study will be developed around a mixed-method approach with three main tools:

- Individual surveys with migrants assisted to return by IOM;
- Key informant interviews with community leaders, religious leaders, and civil society organisation leaders; government officials; financial institutions, informal brokers
- Focus Group Discussions with Migrants, their family members, and community members

Initially, quantitative data will be collected (individual surveys), and following analysis of results further qualitative investigation will be carried out through key informant interviews and focus group discussions.

### **Process**

**STEP 1: Quantitative component (between 400 - 500 surveys), individual interviews with returned migrants (AVRR beneficiaries)**

- *This first step will help in gaining a stronger understanding of the mechanisms through which debts are contracted by returned migrants, informing the development of focus group discussions and defining most relevant target populations*

**STEP 2: Qualitative component (1) semi-structured interviews with Key Informants, as community/traditional leaders, religious leaders, representatives of civil society organisations, government officials, financial institutions, informal brokers (minimum 10 KII)**

- *These interviews will complement results from the quantitative surveys and will shed further light on the roles played by different actors in the migrants' debts/loan systems.*

**STEP 3: Qualitative component (2) Focus group discussions (minimum 4 FGDs)**

- *The focus group discussion will be implemented at the last stage of the research cycle. It will complement both individual surveys and Key informants' interviews and allow research teams to gain in-depth understanding of the determinants and forces leading migrants to contract debts prior/during/after their journey and their return home*

## f) Process Management

### *Work plan and Timeline*

#### **Timeline**

The study period is 3 months, tentatively starting on February 15, 2020, ending on May 15, 2020. The total duration of consultancy is 90 days.

<b>Outputs</b>	<b>Duration (person days)</b>	<b>Dates</b>
Inception Meeting, inception report (and desk review), development of methodology and quantitative tool based off of IOM's regional debt research in West and Central Africa (WCA)), tsecondary data review	58 days	FEB – MARCH
Recruitment and training of enumerators responsible for data collection and supervision of the field teams	5 days	
Field trips for quantitative data collection	20 days	
Analysis and debrief with IOM team	5 days	MARCH
Development of qualtitative tools	8 days	
Field trips for qualitative data collection	25 days	<b>APRIL</b>
Analysis of results and submission of draft electronic report and infographics	20 days	MAY
Develop presentation (in powepoint format) and facilitate workshop/seminar) summarizing findings to IOM and other relevant stakeholders.	1 day	
Submission of final report (electronic and in hard copy)	1 day	
<b>TOTAL</b>		<b>90 days</b>

**TPF – 4: Team Composition and Task Assignments**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

\_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



**TPF-6: Time Schedule for Professional Personnel**

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1) _____
															Subtotal (2) _____
															Subtotal (3) _____
															Subtotal (4) _____

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ of \_\_\_\_\_ Authorized \_\_\_\_\_ Representative:

Full Name: \_\_\_\_\_  
 Title : \_\_\_\_\_

### TPF-7: Activity (Work) Schedule

A. Field Investigation and Other Activities														
No.	Activity/Work Description	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10t h	11t h	12t h	
1														
2														
3														
4														
5														

### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

