

Section II – Technical Proposal Standard Forms

**TPF-1: Technical Proposal Submission Form
(NG20-20-0353)**

[Location, Date]

To: *Frantz Celestin*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for the Development and conduct comprehensive Knowledge, Attitudes and Practices (baseline study), including, assessment of available communication channels, size and geo-location and socio-economic characteristics of potential and 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 confirm that we have read, understood and accept the contents of the Instructions to Service Providers, Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

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: Term of reference

The International Office for Migration (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.

Despite significant efforts by the Federal Government of Nigeria (FGN) to counter trafficking in persons (TiP), Nigeria remains a country of origin, transit, and destination for human trafficking; driven by the demand for cheap labour and commercial sex, trafficking networks across borders and within countries capitalize on economic, social and political vulnerabilities to exploit their victim. The irregular migration route from West Africa to Europe remains one of the most dangerous routes around the globe with 1 death recorded for every 35 arrivals. Federal Government of Nigeria and civil society actors have made significant strides to address Trafficking in Persons through the implementation of awareness raising interventions, an absence of a coordinated awareness raising strategy that hinges on the involvement of returnees and community-members and consistent message development platforms contributes to the practice of one-off and ad-hoc activities. In addition, there is a limited evidence base and systemic data collection to measure the impact of prevention of TiP efforts.

Trusted Sources project seeks to contribute to improving access to trusted information sources and promoting informed decision-making, through building enhanced institutional capacities and implementing community-based actions. Using a Communication for Development (C4D) approach, trusted sources would inspire young people to make informed decision from community-based actions and enhanced institutional capacities.

To this end, with support from the Government of The Netherlands, a study on knowledge, attitude and practices (otherwise known as KAP) of potential migrants (aged 15-35 particularly those from migration prone communities) and opinion leaders will be conducted to assess the shifts in KAP towards community-based actions following campaign

interventions. The outcome of this survey will serve to guide and inform future programme and policy design.

The primary target audience are potential migrants aged 15-35 particularly those from migration prone communities. The secondary audience includes key opinion leaders within target communities such as families, religious and traditional leaders who play an influential role in the decision-making processes of potential migrants. The tertiary audience are the government authorities, local and international media and civil society organisations. To support positive behavioural change in communities, IOM applies C4D throughout its programming as part of promoting meaningful and sustained change in opinions, attitudes, and behaviours.

a) KAP Study Objectives

Overall objectives

This study will seek to:

- Seeks to assess the current practices and intended practices of the projects target audience (15 to 35- year old, male and female, from Edo, Delta, Lagos and Ogun states.
- Inform on the media behaviour of the project's target audience (15 to 35-year old, male and female, from Edo, Delta, Lagos and Ogun states regarding the campaign tools);
- Identify existing and gaps in knowledge on migration, opportunity back home, and risks of irregular migration in-country, regionally, and internationally.
- Identify perceptions of migrants on irregular migration and opportunities back home, that can be addressed by the campaign's tools.
- Inform the design of information, education, and communication (IEC) tools (animation and other online content, radio, and posters etc.), to allow the best possible experience for the target audience, and to create maximum impact.

Specific objectives:

- To identify knowledge gaps, cultural beliefs, and behavioural patterns that may identify needs, problems, and barriers to help plan and implement intervention.

- To deepen the understanding of commonly known information, attitudes, and factors that influence behaviour.
- To generate baseline information and measure changes that result from interventions.
- To assess the available trusted communication channels in the project areas including size, geolocation and socio-economic characteristics and causes of irregular migration.

b) Geographic Scope & Target Populations

Geographic coverage

The proposed study will be conducted at the Federal, State, and community levels with specific geographic focus on the known source states including Lagos, Edo, Delta, selected applicant will determine the number LGAs and communities (Ward level) through findings from desk review of literature and programme documents.

Target population

The primary target audience are both women and men who are potential migrants aged 15-35 years particularly those from migration prone communities. The secondary audience includes key opinion leaders within target communities such as families, religious and traditional leaders who play an influential role in the decision-making processes of potential migrants.

The above will be examined in relation to the following KAPs heading:

Knowledge

- Awareness of safe and orderly migration
- Knowledge of requirements for legal work or study abroad
- Awareness of human trafficking risks and problems
- Knowledge of labour rights in the destination country
- Knowledge of labour contracts
- Knowledge on available local opportunities
- Selection criteria for recruitment agencies or brokers for instance (travel agencies, scholarship agencies, labour recruitment agencies)

Attitudes

- Main motivations for migrating abroad
- Potential Nigerian migrants understanding of local opportunities
- Anticipated risks of migrating abroad irregularly

- Anticipated benefits of migrating abroad
- Willingness to undergo training and skills development

Practices

- Preferred channels of migration
- Influencers of migration
- Most trusted sources for visa validation
- Exploring local opportunities
- Most trusted sources of pre-departure information
- Sources of assistance in emergency situations
- Safe migration practices among friends and relatives

Migration Profile/Intentions

- Anticipated country of destination
- Anticipated country of destination in Europe
- Anticipated cost of migrating abroad
- Financial cost of migration
- Non-financial costs of migration
- Anticipated channels of migration abroad
- Expected sources of financing
- Anticipated need for training and skills development
- Anticipated work in the destination country
- Anticipated salary in the destination country
- Anticipated remittances
- Anticipated legal requirements and processes
- Anticipated legal requirements and processes

Communication Channels and Sources

- Summary of media profile
- Information on safe migration
- Exposure to information on safe migration
- Future awareness-raising activities
- Information sources:
 - Media consumption
 - Television
 - Newspapers and magazines
 - Radio
 - Internet
 - Social media
 - Internet and migration

c) Expected activities

Baseline study of KAP

- a. Inception report (including desk review)

- b. Development of methodology and research tools.
- c. Training of enumerators for data collection
- d. Data collection with 400-500 respondents to quantitative survey
- e. Report of initial findings of quantitative research
- f. Conduct Focus Group Discussions (FGDs) and In-Depth Interviews and Key Informant Interviews (KII) will be conducted per state.
- 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 hands-on recommendations on messages, activities and tools – (Cleaned data sets and interviews transcripts will be shared with the IOM)
- i. Info graphics of key findings for distribution to partners

Research questions

Among other questions, the following will be explored vis-à-vis the objectives of the survey:

- What is the potential Nigerian migrants' understanding of and perceived intentions on migrating safely and regularly?
- What channels for information dissemination on safe migration are available and used by potential migrants?
- How can future information materials be produced to inform potential migrants about the dangers of irregular migration and the benefits of safe and regular migration?

d) Methodology

The selected firm will be required to design the survey methodology using mixed methods.

Informed Consent

Written informed consent shall be obtained from all participants after the study has been properly explained to them. Confidentiality will be assured by ensuring that there are no personal identifiers on any data instrument¹. Also, verbal consent will be sought from community leaders in every community where the survey will be conducted. Informed

¹ <https://www.iom.int/data-protection>

consent forms will be administered on every participant. For participants who do not understand English, the (translated) consent form will be read to them in their local language by the data collection team. If they consent to participate, they will be required to place their signature on the consent form. Those participants who are unable to write or sign will be shown how to thumb-print their consent on the consent form.

Report Writing and Dissemination

The report shall be written by the selected firm and shared with IOM and relevant stakeholders for relevant input before finalization. The report shall be disseminated to relevant stakeholders after audience segmentation and then written in publishable format after due consultation with IOM.

Deliverables

- Narrative report
- Qualitative KAP survey dataset (disaggregated by: age, gender, education, employment, marital status, ward, community and state,)
- Individual interview section report of IDI
- Individual interview report of KIIs
- Report of FGDs sections
- KAP training participants list
- Pictures eg. during KAP training section, FGDs, KIIs, IDIs
- Completion of baseline indicator table as shown bellow

Timeframe of Assignment

The assignment is expected to take 40 days, within a time period of two (2) months from the date of signing the contract.

Table 3: Timeframe

Deliverable	Timeline
Detailed inception report, including: Desk review, data collection tools work plan, and methodology	5
Fieldwork <ul style="list-style-type: none">• Identification of respondent• Pre-testing of survey tools• Finalization of research instruments survey tools, including fieldwork template.• Training of enumerators• Actual field work and undertaking of survey	15
Data management and report writing <ul style="list-style-type: none">• Data Cleaning• Data analysis and preliminary findings• Draft and debrief with IOM & partners• Hold dissemination meeting with Stakeholders• Finalization of report and other deliverables	15
Validation workshop with IOM and partners	1
Final report	5
Total	40 days

TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
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	

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

NG20-20-0353

[Location, Date]

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer for Development of a to develop and conduct comprehensive Knowledge, Attitudes and Practices (baseline study), including, assessment of available communication channels, size and geo-location and socio-economic characteristics of potential and returned migrants in accordance with your Request for Proposal (RFP) and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the any local taxes, including VAT.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

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

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers, Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

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:

FPF– 2: Summary of Costs

Costs	Currency	Amount(s)
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant Subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment

(e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-7.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider for possible additional services requested by Client/IOM]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory: