

**Bridging Recruitment to Reintegration in Migration Governance: Philippines
(BRIDGE)**

Terms of Reference

**Consultant (Researcher/Writer)
on the development of Concept Note and Technical Guide
of the OFW Reintegration Advisor and Referral Pathways**

I. BACKGROUND

The BRIDGE Project

The **BRIDGE Programme (“Bridging Recruitment to Reintegration in Migration Governance: Philippines”)** is jointly implemented by the International Labour Organization (ILO), United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and International Organization for Migration (IOM), in collaboration with the Department of Foreign Affairs (DFA) and the Office of the UN Resident Coordinator’s Office (UNRCO) in the Philippines.

The joint programme supports the Government of the Philippines in achieving the country’s priority objectives under the Global Compact for Migration (GCM), particularly objective 6 (Facilitate fair and ethical recruitment and safeguard conditions that ensure decent work) and objective 21 (Cooperate in facilitating safe and dignified return and readmission, as well as sustainable reintegration), with a focus on the needs and protection of overseas Filipino workers throughout the migration cycle - from recruitment, employment, to return and reintegration.

BRIDGE has the following objectives:

1. Fair and ethical recruitment and sustainable reintegration of migrant workers are promoted through whole-of-government and evidence-based approach that is gender-responsive
2. Improved policies and practices pertaining to fair and ethical recruitment, and sustainable reintegration that are informed by evidence based data and international standards
3. Improved alignment of policy and practices to GCM objectives on reintegration and fair and ethical recruitment

OFW Reintegration Advisor and Referral Pathways

The ILO component under BRIDGE works closely with other ILO migration projects. One of these is the Safe and Fair Programme which is part of the EU-UN Spotlight Initiative to eliminate violence against women and girls, a global, multi-year initiative between the European Union and United Nations. Safe and Fair is implemented through a partnership between the ILO and UN Women, in collaboration with UNODC, with the overriding objective of ensuring that labour migration is safe and fair for all women in the ASEAN region.

Under the Safe and Fair programme, partners and stakeholders has been developing the “OFW Reintegration Advisor and Referral Pathways” to help guide OFWs and their families in getting

information, determining and/or accessing reintegration services considering their needs and intentions (pathways) for reintegration.

Based on the results of the 1st Reintegration Consultation (2020) among SAFE AND FAIR partners and stakeholders, the following essential elements of the OFW Reintegration Advisor and Referral Pathways (hereafter referred to as Reintegration Advisor) were identified, following a process flow: data collection, management and monitoring for OFWs/families who go through the pathways, pre-pathway interventions, especially “harm reduction” interventions and welfare assistance e.g. if OFW is distressed, pursuing claims or complaints, social protection and capital/asset-building efforts of OFW and family, and family/social preparation. Six (6) pathways were identified, together with the economic and non-economic reintegration services/programmes provided by different government agencies, social partners, CSOs, etc. corresponding to each of these six pathways.

The initial design of the Reintegration Advisor was updated following the 2nd Reintegration Consultation (2021) co-organized by Safe and Fair and BRIDGE, incorporating feedback and recommendations from partners and stakeholders particularly on operational components to ensure effectiveness, accessibility and ease of use, process flow and other potential partners and collaborators offering services/interventions per pathway. The partners and stakeholders also agreed to continue to develop and promote the use of the Reintegration Advisor as a common tool to organize reintegration pathways and improve access by OFWs and their families to reintegration services at the local and national levels and abroad.

To make the Reintegration Advisor more accessible, especially as the COVID pandemic restrictions continue and affect OFWs in precarious jobs, or displaced/repatriated OFWs, online digital and mobile platforms will be created based on the agreed process and schematic flow. Safe and Fair will engage an IT consultant to design the digital platforms for the Reintegration Advisor and BRIDGE will engage a consultant to write the concept note and technical guide. Partnership with particular agencies will be explored to host or incorporate the digital/mobile Advisor in their internet platforms.

This TOR is for the development of the concept note and technical guide of the Reintegration Advisor.

II. OBJECTIVES

Building on the progress made, **BRIDGE will work in collaboration with Safe and Fair to support the finalization of the Reintegration Advisor, focusing on the following objectives:**

1. Developing a technical and concept guide on the Reintegration Advisor
 - This will incorporate the conceptual framework, context, issues addressed, rationale, purpose of the Advisor; its operational components and process flow; how it can help guide OFWs and their families in getting information and accessing reintegration programmes and services; and how the reintegration pathways link with the overall migration, gender and development and reintegration frameworks and strategies

2. Validating, refining or enhancing the Reintegration Advisor process and operational concept and schematic flow
 - This includes enhancing the key elements (e.g., data registry, pre-pathway interventions, pathways, etc.); operational components (e.g., functionality of identified services providers, services and interventions under each pathway, access/contact points); referral and coordination procedures, processes, protocols in availing of these services;
3. Mapping, expanding the current list, and gathering updated information and contact details of the relevant reintegration service providers, agencies or support groups
 - Gather and update information on reintegration providers and the services/programmes (economic and/or non-economic) they provide for OFWs and families, esp. women;
4. Making these information and updates available for use in the digital and mobile platforms of the Reintegration Advisor
 - Work closely with the IT consultant to advise on the design of digital/IT interfaces of the Reintegration Advisor;
5. Identifying and contacting potential partners or stakeholders at the local and national levels or abroad which can utilize or help promote the use of the Reintegration Advisor among OFWs and families

BRIDGE Outcome, Objective and Output

The above objectives will contribute in the achievement of the following project outcomes of BRIDGE:

Outcome: *Improved policies and practices pertaining to fair and ethical recruitment, and sustainable reintegration that are informed by evidence based data and international standards*

Objective 2.1: *Interagency coordination mechanisms on fair and ethical recruitment and sustainable gender-sensitive reintegration operationalized*

Output: *Develop OFW Return & Reintegration "Advisor" for OFW returnees*

III. OUTPUTS AND RELATED TASKS

The consultant will deliver the following outputs within the prescribed timeline and approved budget to the satisfaction of the ILO, under the supervision of the BRIDGE National Project Coordinator.

1. Concept note and technical guide on the OFW Reintegration Advisor and Referral Pathways

- Prepare a concept note and technical guide that explains the conceptual framework, issues addressed, rationale, purpose of the Reintegration Advisor; technical guide on the operational components and process flow; how the Regional Advisor can help guide OFWs and their families in getting information and accessing reintegration programmes and services; what are particular programmes and services for women OFWs (harm reduction/ emergency interventions, social protection, family preparation, reintegration pathways);
 - Map out programmes and services, and the corresponding service providers/agencies/groups for each of these programmes/services, along the nodes and pathways in the process flow/schematic diagram of the Reintegration Advisor (i.e., gather and update information on reintegration providers and the services/programmes (economic and/or non-economic) they provide for OFWs and families, esp. women under the relevant nodes or pathways, at the local and national levels, or abroad (ASEAN, East Asia, GCC); review and integrate other potential partners and collaborators (service providers) and services/interventions that may be identified)
 - Situate the OFW Reintegration Advisor and referral pathways in the national reintegration framework and strategies; how it links with the broader migration, gender and development, and reintegration frameworks and strategies;
 - Recommend data/information capture, management, monitoring, updating, and reporting for the Advisor and pathways;
 - Recommend strategies to promote implementation, dissemination and use of the Advisor.
2. Report on the validation workshop to be co-organized by BRIDGE and Safe and Fair, and revisions/improvements in the technical and concept paper of the Reintegration Advisor based on inputs and comments of stakeholders.
- Validate with OFWs/families and stakeholders (through online/blended/in-person workshop);
 - Refine/improve the Reintegration Advisor concept, process and operational components, schematic flow, programmes and services, list and links with service providers, referral and coordination procedures and processes, data/information management, promotion and dissemination strategy;
3. Technical inputs and advice to the IT consultant on the design of the digital platforms and interfaces (internet, online and/or mobile) of the Reintegration Advisor, resulting in operational digital Reintegration Advisor that is consistent with the conceptual and technical specifications of the Advisor.
4. Collaborate with the IT consultant in the creation of an online database (of the reintegration information, service providers, users and usage monitoring), and the linking of this to the digital Reintegration Advisor; input, update and maintain the information in the electronic database.

5. Draft of “Partnership Guidelines on the Reintegration Advisor” that will be used by ILO in the future in formalizing partnership with reintegration service providers on their support and role in maintaining the Advisor. The draft should include designation of focal points/person that it will respond to queries or requests for assistance or access to the their services/programmes; regular updating of the reintegration information and contact details shown in the Advisor; maintaining records (disaggregated by sex and other agreed parameters) on the users, their queries and requests, and responses/actions taken; and sharing the information with BRIDGE and Safe and Fair programmes (maintaining data privacy protocols).
6. Directory of partners/stakeholders and online community of practice of the Reintegration Advisor partners and collaborators; this will be the channel for coordination, communication and collaboration among the service providers and partners of the Reintegration Advisor.

The deliverables of the consultant will be subject to review by the ILO, and agreed revisions shall be made by the Consultant, until final acceptance by the ILO.

IV. FINAL DELIVERABLES

1. Detailed implementation plan
2. Concept note and technical guide of the OFW Reintegration Advisor and Referral Pathways
3. Report of the validation workshop, and revisions/improvements in the technical/concept paper based on the inputs/comments from the validation workshop
4. Technical inputs on the design of the digital platforms and interfaces (internet, online and/or mobile) of the Reintegration Advisor, resulting in operational digital Reintegration Advisor that is consistent with the conceptual and technical specifications of the Advisor
5. Technical inputs and coordination with the IT consultant on the creation of the electronic database of the Reintegration Advisor, and updated reintegration information inputted in the database.
6. Draft “Partnership Guidelines on the Reintegration Advisor” that will be used by ILO in the future in formalizing partnership with reintegration service providers on their support and role in maintaining the Advisor
7. Directory of partners/stakeholders and online community of practice of the Reintegration Advisor partners and collaborators

V. SCHEDULE OF DELIVERABLES

<i>Deliverables</i>	<i>Number of Full-time Equivalent (FTE) workdays</i>	<i>Deadline</i>
Deliverable 1		

*Detailed implementation plan	5 FTE workdays	Within two weeks after the date of signing
Deliverable 2 *Presentation of draft technical and concept paper of the Advisor *Presentation of initial mapping report of reintegration services and service providers; *Discussion/revision/ approval by ILO *Presentation of final concept note and technical guide	20 FTE workdays	1 August – 31 August 2021
Deliverables 3 & 4 *Presentation of draft report of validation workshop (workshop to be co-organized by BRIDGE and Safe and Fair) *Presentation of revisions/ improvements in the technical/ concept paper of the Advisor * Presentation of technical inputs and advice to the IT consultant on the design of the digital platforms and interfaces (internet, online and/or mobile) of the Reintegration Advisor *Discussion with SAF IT consultant on design of digital/IT interface of Advisor; *Discussion/revision and approval by ILO of validated concept paper of the Advisor;	15 FTE workdays	1 September – 30 September 2021
Deliverable 5 *Presentation of technical inputs on reintegration information, service providers, users and usage monitoring for the creation of online database *Coordination with IT consultant on:	10 FTE workdays	1 October – 15 October 2021

<p>- creation of electronic database of the reintegration information -testing the functioning and improving the design of the IT/digital interface of the Advisor; -inputting the reintegration information (in the mapping report) into the electronic database; -linking the information to the digital/IT interface of the Advisor;</p> <p>*Collaboration with the IT consultant in the beta/trial operation of the digital Advisor, and debugging and making improvements based on user feedback;</p> <p>*Updating of the reintegration information in the electronic database during the contract period</p>		
<p>Deliverables 6 & 7</p> <p>*Presentation of draft Partnership Guidelines on the Reintegration Advisor”</p> <p>*Presentation of the directory of service providers and partners included in the Advisor process flow and pathways;</p> <p>*Creation of the electronic community of practice of services providers and collaborators of the Advisor</p> <p>*Turnover of all outputs and files to ILO;</p> <p>*Submission of completion report</p>	7 FTE workdays	16 October – 31 October 2021
Total	57 FTE workdays	Spread over 3.5 months

VI. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights of the knowledge products delivered under this contract shall be owned by ILO.

VII. PAYMENT TERMS

The Consultant will work within the available budget of ILO Philippines of **USD xxx** for a total of **57 FTE workdays**.

The total maximum budget for this contract is **USD xxx**. This represents the total contract price and the ILO's maximum financial liability under this Contract. Payment will be paid in Philippine Peso based on the prevailing UN rate and will be transferred to the consultant's bank account, following the transmittal schedules below:

Payment terms and schedule:

Payment	Schedule	Amount (USD)
1 st tranche (25%)	Upon signing of contract and completion of Deliverable 1 to the satisfaction of ILO	USD xxx
2 nd tranche (35%)	Upon completion of Deliverables 2 to 4 to the satisfaction of ILO	USD xxx
3 rd tranche (35%)	Upon completion of Deliverables 5 to 7 to the satisfaction of ILO	USD xxx
Final Tranche (5%)	Per para 4.3 and 4.4 of the terms of contract, the 5% retention fee will be paid in full after satisfactory compliance of all outputs as approved by ILO.	USD xxx
Total Payment		USD xxx

VIII. Expression of Interest

The interested candidates must submit: i) letter of intent and ii) qualifications and relevant experience of consultant/s and/or institution (include detailed CV/s as annex).

The documents must be submitted to Ms Marie Allyssa Dacasin, National Project Coordinator for BRIDGE Programme at dacasin@ilo.org, with copy to Ms Katrina Pascasio at pascasio@ilo.org, Programme and Administrative Assistant on or before 4:00 pm, Manila Time, **12 July 2021**.

Only shortlisted candidates will be contacted for interviews for the final selection.