



Zimbabwe



The European Union

Annex A

TERMS OF REFERENCE

Promoting Migration Governance in Zimbabwe

Consultancy: Migration Research and Policy Brief on Trafficking in Persons in Zimbabwe (2016)

1. **Nature of the consultancy:** Conduct a Knowledge Attitudes and Practices (KAP) Study on Trafficking in Persons in Zimbabwe (2016)

Objective: To support evidence based migration policy development and programmatic actions through Migration Research and production of migration policy briefs.

2. **IOM Project to which the Consultancy is contributing:** Promoting Migration Governance in Zimbabwe (PMGZ) : Objective 1, Result 2 of the Action

The International Organization for Migration (IOM) with funding support from the European Union under the 11th European Development Fund is implementing the Promoting Migration Governance in Zimbabwe (PMGZ) Project. The PMGZ, project is supporting the establishment of a migration governance framework in Zimbabwe to enhance the role of State and non-State actors in managing migration in a migrant-centred, gender-sensitive, and development-oriented manner. The project seeks to improve the migrant protection environment and enhance the participation of the Zimbabwean women and men in the diaspora in national decision making and development programmes. The migration issues of interest include labour migration, trafficking in persons (TiP), mixed migration flows (including refugee protection, unaccompanied minors and undocumented/stranded migrants), integrated border management, internal migration as well as migration and human development and migration and gender. The overall objective of the project is to contribute to the establishment of a migration governance framework (policy, institutional and legislative) in Zimbabwe that supports State actors to manage migration in dialogue with non-State actors and in a migrant-centred, gender-sensitive, rights-based and development-oriented manner. The specific objectives are; to achieve strengthened institutional capacity and adoption of a coherent and gender-sensitive policy and legislative framework for a comprehensive approach to migration; and enhance participation and contribution of Zimbabwean women and men in the diaspora in national development initiatives in close collaboration with the Government. Under Specific Objective 1, Result 2 of the Action, the project seeks to support evidence based migration policy development and programmatic actions through Migration Research and production of migration policy briefs.

To achieve this objective, IOM invites suitably qualified and experienced consultants to conduct a Knowledge Attitudes and Practices (KAP) Study on Trafficking in Persons in Zimbabwe (2016). The research will be, conducted in consultation with a broad range of migration stakeholders (State and non-state- actors) in Zimbabwe.

IOM therefore, will hire an experienced consultant/institution to conduct the study and produce the policy brief in a timely manner.

3. Tasks to be performed under this contract:

The consultant is expected to work very closely with Zimbabwe National Statistics Agency (ZIMSTAT) and to conduct extensive consultations with key informants in various Government ministries and agencies, other migration stakeholder organizations and the general public. The successful consultant/institution will also be accountable and responsible for the study Knowledge Attitudes and Practices (KAP) Study on Trafficking in Persons in Zimbabwe (2016) with the following task objectives:

The research study is divided into three phases namely the **preparation, field work** and the **analysis and reporting of findings**. The assignment (preparatory work, field work, report compilation and presentation of results to both IOM and the EU is expected to be completed in a period of no more than **30 days**. Upon selection of the consultant, a briefing will be undertaken at IOM Zimbabwe offices. This briefing among other things, will clarify the interpretation of the assignment as well as the practicalities and logistical arrangements for the assignment. This meeting will mark the official commencement of the assignment.

Preparatory work:

The consultant/institution will also need to:

- Print survey questionnaires
- Prepare survey guides for interviewers and supervisors
- Carry out a pre-test of the survey instrument, including debriefing with IOM on any challenges encountered

Fieldwork:

To conduct the study and produce the policy briefs, major responsibilities of the consultant/institution will include:

- Hiring interviewers and assigning supervisors
- Development of survey tools
- Monitoring and supervision of interviewers to collect the most accurate survey data possible,
- Developing protocols to explain the rights/consents of respondents for the interviews¹

Analysis and reporting of findings:

- Evaluation report: two bound copies and an electronic copy of the final report within 7 days after completion of the assignment. The report should contain the following among other issues:
 - An executive summary: 3-5 pages that summarizes the key points (Migration Research purpose and background, key assignment questions, methodology, findings, and recommendations);
 - Research findings: must be presented as analyzed facts, evidence and data, and not based on anecdotes, hearsay or the compilation of people's opinions. Findings must be specific, concise and supported by strong quantitative or qualitative evidence. Visual aids such as graphs, table are mandatory;
 - Recommendations: need to be supported by a specific set of findings and must be action-oriented, practical and specific, with defined responsibility for the action
 - The scope of work, data collection tools and sources of information must be properly identified and listed in annex;
 - One Migration Policy Brief on TiP in Zimbabwe with concise summary of TiP in Zimbabwe, current gaps, policy options and recommendations for policy and programming;
 - One power point presentation on the findings of the assignment to IOM to be presented during an oral debriefing meeting with IOM Staff, Government and selected migration stakeholder organizations to highlight and explain the observations, findings and recommendations .

¹ According to the IOM Data Protection Principles, personal data must be obtained by lawful and fair means.³ In particular, the following should be noted: The consent of the data subject must be obtained when collecting personal data and before transferring data to third parties. • Personal data must be treated confidentially and kept secure.

4. Tangible and measurable output of the work assignment.

- Inception reports (preparation phase, meetings and debriefings with IOM project team)
- Study plans Survey(including budget and training plans for pre-test and main fieldworker training, *if possible*)
- List of fieldwork team
- Questionnaires and guides
- Sample design
- Pretest report
- Dataset
- Draft Report and PowerPoint presentation
- Summary findings and final reports

5. Realistic delivery dates and details as to how the work must be delivered.

Activity	Number of Days	Deliverable
Inception meeting at IOM Offices	1	
Preparation phase, including inception report	4	Inception report
Desk Review + Literature review	5	
Field work	10	
Preparation of Draft report and presentation to IOM, Government and selected migration stakeholders	5	Draft Report and PowerPoint presentation to IOM and Government of Zimbabwe (GoZ) Officials
Editing of final report	4	
Presentation of final report to IOM and EC	1	Final External Evaluation document presented submitted to IOM

6. Performance indicators for evaluation of results (value of services rendered in relation to their cost).

- Inception reports
- Survey plans produced
- Interviewers and supervisors trained
- Questionnaires and guides available
- Sample design produced and available
- Draft Report and PowerPoint presentation
- Summary findings and final reports submitted

7. Minimum Qualifications: Profile of the Migration Profile Consultant.

The consultant should possess the following competencies:

- At least 10 – 15 years of professional experience in development programing and evaluation.
- Advanced university degree in specialized fields of social and/or political sciences, with related experiences in the field of migration
- Professional experience/expertise in social science research
- Conversant with migration and gender analysis/ or evaluation methodologies
- Excellent oral communication and report writing skills in English is required
- Strong interpersonal and networking skills
- Ability to interact with senior officials in government and multilateral agencies
- Previous experience conducting studies on migration-related issues
- Experience working with international and national development agencies desirable
- Familiarity with the areas where the study is proposed

The Consultant is expected to adhere to the IOM Evaluation Guidelines and UNEG norms, standards and ethical guidelines.

8. Profile of the Proposal to be submitted

The Migration Research Terms of Reference (ToRs) specify the details of this assignment and the proposal should be elaborate on the basis of the given information. The proposal shall be produced in English including:

- Updated CV of consultant clearly meeting the specific experience related to the above mentioned qualifications
- A technical proposal comprehensive of work plan, work methodology and detailed budget.
- Two samples of previous work, preferably relevant to the subjects of this research.
- Contact details for three references from clients with previous contracting experience with the team leader.

Expected outcomes:

The consultant will be expected to submit a final report by 31st October 2017.

The main body of the report should be no longer than 60 pages and should consist of:

- Executive summary and recommendations
- Background
- Research objectives/purpose
- Literature review
- Methodology
- Analysis of the key findings
- Data gaps and opportunities
- Conclusions and recommendations
- Appendices - to include terms of reference, list of all relevant documents, list of organizations consulted, partner research (summarized) and bibliography.
- The report will remain the property of IOM

Application Procedure:

All interested consultants are to submit physical or electronic copies for their technical and financial proposals to IOM by CoB 15 September 2017.

All bids are to be addressed to the attention of:

The Procurement Officer
IOM Zimbabwe
No. 4 Duthie Road
Alexandra Park, Harare

Or electronically to fsibanda@iom.int