



Request for Proposals
The Child Care Services Assessment
Commissioned by: IOM Mission in Iraq

Terms of Reference

Established in 1951, the International Organization for Migration (IOM) is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

1. Program Scope

The CRP is a multi-sectorial program that focuses on the implementation of livelihood projects, rehabilitation of shared economic and social infrastructure and capacity building of local stakeholders and governmental authorities. This program is a comprehensive, community-based initiative that empowers local communities to take the lead in their own development. The program has been implemented since 2011 across 15 governorates and is currently in its fifth phase.

The project goal is to contribute to stabilisation in Iraq by improving the conditions for sustainable economic and social inclusion of vulnerable individuals in communities with significant populations of internally displaced persons (IDPs) and returnees.

According to the Iraq Multi Cluster Needs Assessment (MCNAIII) conducted by REACH in 2016, only 3% of all IDP women in Iraq who live outside of camps work. Through IOM's CRP programming it has been identified that economic opportunities for women can be limited by lack of adequate or available childcare services, therefore in an effort to promote women's participation in the program's interventions and local workforce, IOM is looking to assess the needs and capacities of local childcare service providers. The assessment will also focus on evaluating the quality of available childcare service providers to identify potential gaps and areas of improvement. The consultant will develop methodology for delivery of childcare services within the program.

2. The childcare services assessment

2.1. Purpose of the child care assessment

The main purpose of this assessment is to evaluate the quality of childcare services provided in Iraq against the international standards of childcare provision. The assessment aims also at identifying the childcare providers needs and to what extent those needs can be met by IOM assistance. The assessment will feed into overall program's goal to promote women's participation in the workforce through provision of quality childcare services. The findings from this review will compose a baseline needs assessment and its recommendations will be used to improve the program's interventions as well as position it to achieve its desired results in the most sustainable, effective and efficient manner.

2.2. Specific objectives of the childcare services assessment

- Assess the quality of public and private childcare services in Iraq within targeted areas/locations, in accordance with international standards and best practice;
- Assess childcare service providers needs and areas of potential capacity building and organizational assistance;
- Through community consultations, identify ways that women's economic empowerment can be enhanced through the provision of adequate childcare services;
- Assess community-based childcare services available in Iraq within targeted areas and identify their needs and provide recommendations;
- Prepare a desk review of legal regulations regarding childcare services in Iraq;
- Develop methodology for delivery of childcare services within CRP program.

3. Scope and specific duties with regards to the assessment

The consultant/consulting firm is expected to gather relevant information about the aforementioned services provided in Iraq.

Using an appropriate mix of assessment and evaluation methods, the consultant/consulting firm is expected to perform the following main duties:

1. Develop criteria for sampling childcare services in consultation with IOM;
2. Produce an inception report comprising detailed assessment protocol with clear work plan for carrying out the assignment;
3. Design data collection instruments in line with "do no harm" and child protection principles;
4. Conduct desk review (at regional and country levels) of any relevant reports, studies, and any other relevant material that will enhance the childcare services assessment, including baseline reports, resource mobilization proposals;
5. Analyze and synthesize the data using appropriate statistical software packages and qualitative data analysis tools;
6. Compile a draft report of findings and recommendations in an agreed upon format using IOM House Style guidelines on writing. The report will need to be analytical and respond to the specific objectives outlined above;
7. Organize a debriefing with IOM management team on the childcare assessments findings;
8. Update IOM on a regular basis (weekly) on the progress of the assignment.
9. Incorporate IOM's feedback/comments and prepare a final report.
10. Develop methodology for delivery of childcare services within CRP program.

11. Other tasks as mutually agreed by the consultant and IOM.

4. Proposed methodology

The consultant/consulting firm will need to articulate a detailed methodology and approach to undertaking this assessment in their proposal to IOM. This review will be a cross-sectional study looking at all the different components of the childcare services in Iraq with clear criteria for selecting the facilities to be covered by the assessment. Field visits to collect primary data will be undertaken to the selected facilities in Erbil, Kirkuk, Baghdad and Basra. In addition to this, the IOM will support the consultants in conducting any assessments in the areas with limited access due to the security constraints and liaison with IOM staff. Primary data collection methods may involve surveys, key informant interviews with CRP program partners including childcare services providers, government partners, technical partners such as UN Agencies, implementing partners and other relevant stakeholders including, primarily, beneficiaries who are IDPs or returnees and the affected communities in selected spaces of vulnerability. Secondary data collection should involve a desk review. Literature review of other documents relevant to IOM’s work may also be undertaken.

5. Timeline and deliverables

- I. The childcare services assessment is provisionally planned to commence **by 15th of June and is expected to be completed 66 days later**. Interested service providers are required to submit detailed technical and budget proposals including a detailed work plan and itemized budget (please refer to Annex A). A provisional timeline is provided below. However, adjustments will be made as necessary from the date the service agreement is signed with the service provider and a comprehensive work plan and delivery dates agreed upon.

The childcare assessment tentative schedule

Item #	Key activity	Deadline
1	IOM call for proposal sent out for interested consultant/consultancy firm to submit their expression of interests (technical and budget proposals)	24 May 2016
2	Submission of detailed technical and an all-inclusive budget proposals from interested consultant/consultant firm to IOM	8 June 2016
3	Contract signed by both parties and assignment starts	15 June 2016
5	Finalize the childcare assessment data collection instruments approved by IOM	20 June 2016
6	Data collection and analysis processes	27 June – 31 July 2016
7	Presentation to IOM (date to be determined depending on when the analysis is completed)	

8	Submission of the draft report to IOM	7 August 2016
9	IOM provide feedback to the consultant on the draft report	14 August 2016
10	The consultant submits the final reports to IOM	21 August 2016

After receiving the request for proposal, consultant/consulting firm must send an expression of interest by **30th of May**, 2016. Once consultants receive RVP, candidates must submit questions by **1st of June**. The IOM endeavor to the questions by **6th of June**.

The technical and budget's proposals must be submitted no later than 5 p.m. 8th of June 2016 (Erbil Standard Time). **The childcare assessment should not take more than 66 days period that should be conducted in accordance with the proposed technical approach.**

The final report should be submitted no later than **5 p.m. 21st of August 2016** (Erbil Standard Time).

6. Submission of application

The proposals should be submitted no later than **8th of June, 2016**, and should include the following documents:

- CV and biographies of independent consultant/consulting firm and key assessment team members;
- Company profile including history of similar projects (if applicable);
- The childcare assessment methodology including an outline of the work plan. The methodology should mention proposed sampling frame, survey instruments, data analysis techniques, quality control measures, and timelines; (as per annex B)
- Letters of reference;
- Budget proposal (as per annex A);

7. The budget

The childcare assessment costs must be submitted with the technical proposal. This should include professional fee of consultant/s, per diems (excluding accommodation costs), any necessary equipment and associated costs.

Domestic travel arrangements, including airfares, land transportation, and accommodation and the costs associated with such logistics will be borne by IOM and therefore do not need to be included in cost proposals.

8. Requirements

IOM's preference is for an individual consultant but is also open to a consulting firms. The consultant/consulting firm should possess the following minimum qualifications and provide references as follows:

- Education: Post graduate studies in psychology, behavioral science, social work or related field;;
- Demonstrated experience in undertaking quality assurance checks for childcare services;
- Childcare qualifications would be beneficial;
- Expertise and experience in the humanitarian and/or development sector contexts and programs would be beneficial;
- Experience in child welfare/protection and/or educational programming with an emphasis on childcare services;
- Familiarity with participatory approaches and ownership-development strategies;
- Excellent analytical, research, writing and communication skills;
- Ability to work independently; high flexibility and adaptation capacities to the contexts and environment, solution-oriented;
- Knowledge of the Middle East and experience working in Iraq is advantageous;
- Communication skills, time management, and cultural sensitivity;
- Fluency in English is required; and knowledge of Arabic and Kurdish is advantageous. (IOM will provide skilled interpreters if required by the evaluators).

9. Governance Arrangement

This childcare assessment is to be coordinated by the IOM Project Management Office for Community Stabilization and Revitalization Program in close coordination with the IOM Protection Officer. The main function of the IOM will be to support the overall objectives of the assessment, request and provide information required by the consultant, and approve their deliverables.

10. Terms of Payment

The payment will be scheduled in the following terms:

100% up to 30 days after the final report delivery.

11. Criteria for Selection of consultant/consulting firm

The submitted technical information will be evaluated by a committee using the technical criteria below. When evaluating the competing applicants, IOM will consider the written qualifications/capability, information provided by the applicants, and any other information obtained by IOM through its own research.

The criteria listed below are presented by major category in descending order of importance, so that applicants will know which areas require emphasis in the preparation of information. All sub-factors are in descending order. Applicants should note that these criteria serve as the standard against which all technical information will be evaluated, and serve to identify the significant matters which applicants should address.

1) Technical Approach (50 points)

- a. Methodology: to which degree is sound and appropriate;
- b. Appropriateness of the size of the sample, data collection and data analysis tools, etc;
- c. Demonstrated understanding of the country context and status of IOM in Iraq;
- d. Knowledge of childcare services and child friendly spaces, particularly in post-conflict context, community stabilization, transition and early recovery in post conflict context;
- e. Understand of relevant stakeholders for community initiatives in Iraq;

2) Management, Key Personnel and staffing plan (30 points)

- a. Appropriateness of management strategy for the proposed field activities; this is the degree to which the management strategy - efficiently and effectively - provides the resources needed to carry out the proposed activities.
- b. Appropriateness of the qualifications of local and foreign experts. IOM reserves the right to check references and/or interview proposed key evaluator.

3) Evaluator Performance Information (20 points)

- a. IOM may use performance information obtained from sources identified by the applicants. IOM will utilize existing databases of applicants' performance information and may request additional information from the references.
- b. Adverse past performance information to which the applicant previously has not had an opportunity to respond will be addressed in accordance with IOM Procurement policies and procedures.
- c. IOM will initially determine the relevance of similar performance information as a predictor of probable performance under the subject requirement.

The expression of interest, submission of application, and questions should be delivered via email to IOMIRAQBIDS and copying abaranska@iom.int and mtough@iom.int

ANNEX A – Budget

	Estimated costs
1. The consultancy fee	
2. Travel (air tickets, visa permissions)	
3. Printing and duplication (The costs of preparation of data-collection instruments, reports, handouts and any other documents)	
4. Printed materials – (the costs of acquiring data collection instruments and library materials)	
5. Supplies and equipment - the costs of specific supplies and equipment (e.g., computers, software packages) that must be purchased or rented for the evaluation.	
6. Management Fee (indirect cost)	
Total	

ANNEX B – The childcare assessment methodology

The proposal of the childcare assessment methodology should include:

1. Sampling frame
2. Survey methods
3. Survey tools
4. Data analysis techniques
5. Quality control measures
6. Timelines