

Solidar Suisse fights for decent work, democratic participation, and social justice worldwide. On behalf of our donors, we put solidarity into action in over 60 projects on four continents. With foresight and ambition, we eliminate social wrongs, and create possibilities and prospects for disadvantaged people.

Solidar Suisse, as the contractual partner of Swiss Solidarity, in partnership with the Association Zene sa Une (ZSU) implements the project “Strengthening resilience and covering basic needs of people on the move in Una Sana Canton, BiH”.

Purpose of the consultancy:

For the purpose of implementation of cash assistance for vulnerable migrants in transit in Una Sana Canton in Bosnia and Herzegovina, the ZSU in partnership with Solidar Suisse is seeking for a consultant to prepare the initial assessment prior to commencement of the intervention.

### **Terms of Reference**

**OBJECTIVE 1:** To conduct initial assessment in form of qualitative research within migrant population to identify the needs of migrant population in terms of basic commodities lacking within scope of emergency assistance provided.

The research should focus on needs of diverse groups and with respect to origins of migrant population and to cultural norms. Special attention should be paid to indigenous groups, persons with disabilities, gender balance and other protection concerns. The draft research format should be submitted to Contractor for approval prior to implementation. The Consultant will do the in-person interviews for at least 60% of the current population in the area. Areas of research: emergency assistance, lack of commodities, migrants and host community, communication modalities with host communities, barriers in market access, preference of vouchers over direct assistance, trainings and other cash-related topics, as agreed with the Contractor.

**OBJECTIVE 2:** To prepare the detailed research report with analysis of needs of migrant population in Una Sana Canton. The report should disclose information about needs of migrant population, their capacity to use vouchers, clearly defined criteria the criteria for selecting beneficiaries, voucher type, voucher value according to the specific need for each target groups, locations, dynamic of distribution, monitoring and beneficiary satisfaction, experience with interaction with host communities and potential barriers. The report will be prepared in writing and should include recommendations for the Contractor.

**Travel:** The Consultant is expected to complete the consultancy within time frame of 15 (fifteen) days from the date of Contract start. (S)he will organize her/his time and her/his assets for organization of the research and out of her/his own resources (use of mobile phone, transportation mean etc).

**Experience and skills set required:**

1. Master's degree in a relevant thematic area or an equivalent practical experience in the related field (humanitarian assistance, emergency response, migration);
2. Proven previous experience in work with migrant population;
3. Demonstrated experience in conducting program baselines, evaluations, research for programs/projects in the respective sector;
4. Evidence of having written a full evaluation report, including methodology and data analysis, with recommendations;
5. Experience managing data collection and quality control;
6. Experience designing quantitative and/or qualitative studies – whichever is relevant to the study design;
7. Background training or equivalent practical experience in Research, Monitoring and Evaluation.

**Deliverables:**

1. Analysis of the needs of migrant population that will contain:
  - Up-to-date statistical information about migrant population: number, categories, gender and age, needs per category (sensitive/detailed report as per Objective 2 with recommendations for the Contractor)
  - Assessment of the planned voucher types and recommendations
  - Selection criteria for the different types of vouchers
  - Recommendations for Voucher distribution logistics
  - Preparation of Procurement procedure for shops and or supermarkets
2. Moreover, the report should include chapters as follows: Table of Content; Abbreviations; Abstract; Introduction; Purpose and objectives of assessment; Methodology; Findings; Recommendations and Conclusion.
3. Report on completion of the task submitted in English and local language.

Font: The Consultant will use Arial 11 font size.

**Timeframe:**

Estimated commencement date is 7<sup>th</sup> March 2022. Estimated completion date is 21<sup>st</sup> March 2022.

Activity	Deadline
Initial meeting with the Contractor	7 <sup>th</sup> March 2022
Survey of officially available information related to statistics about migrant population in USC	7 <sup>th</sup> March 2022

Preparation of the Research Plan	10 <sup>th</sup> March 2022
Approval of the Research Plan by the Contractor	10 <sup>th</sup> March 2022
Surveys	18 <sup>th</sup> March February 2022
Market mapping	18 <sup>th</sup> March 2022
Final report approved by the Contractor	21 <sup>st</sup> March 2022

**Payment:**

I - 40% of the total cost payable within 5 days of satisfactory submission of the Research Plan

II - 60% of the total cost payable within 15 days of satisfactory submission of the final report.

The fee includes all costs, overheads and expenses, including travel, subsistence and accommodation.

**How to apply:**

Interested consultants should develop and submit the bidding proposal (accompanied with relevant annexes) in English language to respond to the above-mentioned specific tasks. The bidding proposal should include:

1. Letter of interest with the total consultancy fee
2. CV format (maximum 3 pages) emphasizing relevant experience
3. Reference list and example of a Research Paper/ Analysis/Evaluation in English

We look forward to receiving your complete application by 2<sup>nd</sup> March 2022. Please send your application to [administracija@zenesaune.org](mailto:administracija@zenesaune.org)

Eligible candidates will be invited for an interview.