

CERV-2022 EQUAL

**Tender for consultancy firm to conduct quantitative and qualitative data collection for *Come
HoMe***

Date Published: *18th July 2023*

Deadline for Submission: *8th August 2023*

Tender Opening: *9th August 2023*



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The Project Come HoMe is co-funded by the European Commission

SECTION 1 – INSTRUCTIONS FOR TENDERERS

1.1 General Instructions

- 1.1.1** In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent clarifications issued by SOS Malta, whatever corresponding conditions may be, which are hereby waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document.

No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration, or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their response to this tender as indicated in Section 1.10.

- 1.1.2** The subject of this tender is the conducting of quantitative and qualitative data collection for a European project titled, *Come HoMe – CERV-2022 EQUAL* between Italy, Greece, Denmark, and Malta. The project is co-funded by the EU Commission. SOS Malta is leading and implementing the research outcomes for the Maltese context in conjunction with a consortium led by DRC Italia.

- 1.1.3** The tenderers must abide by the following deadlines in respect to the deliverables:

Deliverable	Deadline
Participation to MMC Training	12 th – 13 th September 2023
Collection of 200 high-quality quantitative surveys in Malta in electronic format. Surveys are expected to be collected from the beginning of the data collection period and consistently throughout it, with a weekly quota to be established.	30 th November 2023 (two rounds of 100 surveys)
Collection of 4 FGDs and 10 KIs.	30 th November 2023
Full documentation regarding data collection, including notes and observations on any changes or modifications.	15 th December 2023

- 1.1.4** This is a fixed-sum contract where the following schedule of payments is being proposed:

Payment for the consultancy will be made as follows: 20% upon signature of the contract, 10% upon completion of the training, 30% upon satisfactory receipt of the first round of 100 surveys, 30% upon receipt of the second and final round of 100 surveys and 10% upon submission of final data collection documentation.



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1.1.5 This call for tender is being issued under an open procedure.

1.1.6 The tenderer will bear all costs associated with the preparation and submission of the tender. *SOS Malta* will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

1.2 Timetable

Deadline for submission of tenders	8th August 2023	1500hrs
Estimated start date of engagement of Research Company	28th August 2023	0900hrs

1.3 Lots

1.3.1 This tender is not divided into lots, and tenders must be for the whole task.

1.4 Variant Solutions

1.4.1 No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the tender document.

1.5 Financing

1.5.1 This project has been co-funded by the European Commission under the Citizens, Equality and Human Rights Programme (CERV).

1.5.2 The beneficiary of the financing is *SOS Malta*, and all tax invoices fiscal receipts shall be addressed to the same organisation.

1.5.3 The budget allocated for this procurement must not exceed *seven thousand five hundred euros* (€7,500) inclusive of all applicable taxes.

1.6 Clarification Meeting

1.6.1 The clarification meeting will be held on 25th July 2023 at 10:00am. The main purpose of this meeting is to answer any queries and clarify details and other information relating to this tender.

1.7 Selection Criteria



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- 1.7.1 To be eligible for award of the contract, tenderers must demonstrate that they meet or exceed certain minimum criteria described herein, as well as the specific requirements related to research and methodology found in the ToR (Section 4 refers).
- 1.7.2 Financial and economic standing - Financial capacity should include a declaration that the organisation is financially capable.
- 1.7.3 Proof of technical capacity - Technical capacity can be demonstrated by stating the skills and approach to the task, giving preference to work already carried out with migrants or hard-to-reach vulnerable groups.

1.8 Explanations/Clarification Notes Concerning the Tender

- 1.8.1 Tenderers may submit questions in writing to *SOS Malta*. For anything related to the research design and data collection, send an email to Lead Consultant, Dr Rachael M Scicluna on rachael.scicluna@sosmalta.org and for any queries regarding the financial aspect of the task, send an email to the Financial Manager Graziella Schiavone graziella.schiavone@sosmalta.org until *Tuesday 1st August, 17:00 hours* *SOS Malta* shall reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 3 calendar days before the deadline for submission of tenders.
- 1.8.2 Questions and answers, and alterations to the tender document will be sent to all prospective bidders by e-mail. Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to check their respective e-mail account in order to obtain the latest information published prior to submitting their Tender.
- 1.8.3 Prospective tenderers are required to register their respective contact details at rachael.scicluna@sosmalta.org so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per tender document. *SOS Malta* shall not be held responsible for any misdemeanor if this condition is not adhered to.
- 1.8.4 *SOS Malta* may, at its own discretion, as necessary, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

1.9 Currencies of Tender and Payments

- 1.9.1 The currency of the tender is the Euro (€). The bids must be expressed in Euro (€).
- 1.9.2 Payments will be made upon successful completion of each phase of the work carried out as outlined under Clause 1.1.4 above.

1.10 Presentation & Submission of Tenders



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1.10.1 The tender must comprise the following duly completed documents, inserted in a single, sealed envelope marked as Tender 'COME-HOME - CERV-2022 EQUAL – SOS MALTA':

- (i) Tender Form (refer to Section 3).
- (ii) Tenderer's technical offer in response to specifications outlined in Section 2. Include all relevant literature.
- (iii) A financial bid calculated for the service tendered (refer to Section 4).

1.10.2 The tenderers submission must be typed in. Any pages on which entries or corrections to this submission have been made must be initialled by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to *SOS Malta*.

1.10.3 All tenders must be received by not later than 8th August 2023 at 1200hrs and deposited at:

SOS Malta
10, Triq il Ward,
Santa Venera
SVR1640
Malta

The tenders should be hand delivered or delivered by official postal (registered mail) or courier service. Tenders submitted by any other means (e.g., email) will not be considered.

1.10.4 No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

1.11 Alterations and Withdrawal of Tenders

1.11.1 Tenderers may alter or withdraw their tenders by written notification prior to *SOS Malta*. No tender may be altered after the deadline for submission.

1.11.2 Any notification of alteration or withdrawal must be prepared, sealed, marked, and submitted in accordance with Clause 1.10, and the envelope must also be marked with "alteration" or "withdrawal".

1.12 Opening of Tenders

1.12.1 Tenders will be opened by *SOS Malta* during an evaluation and selection meeting chaired by the CEO of *SOS Malta* where members of staff will be present. Attendees to the evaluation and selection meeting shall sign a declaration of impartiality. A 'Summary of Tenders Received' will be available at *SOS Malta* Office on Friday 11th August 2023



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- 1.12.2 During the opening of the tenders, the tenderers' names, the tender prices, and any other information *that may* be considered appropriate, will be denoted in a table.
- 1.12.3 Envelopes marked “withdrawal” will be read out first and returned to the tenderer.
- 1.12.4 Reductions or alterations to tender prices made by tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

1.13 Secrecy of the Procedure

- 1.13.1 After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.
- 1.13.2 Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.
- 1.13.3 Any attempt by a tenderer to approach any member of the Evaluation and Selection Committee/SOS *Malta* directly during the evaluation period will be considered legitimate grounds for disqualifying their tender.

1.14 Tender Evaluation Process

- 1.14.1 The Evaluation and Selection Committee will check the administrative and technical compliance of each tender. Tenders which are administratively and technically compliant will be evaluated financially.

1.15 Criteria for Award

- 1.15.1 The award criteria are based not only on price, but also on the tenderer's technical capabilities and proposed applications for the tasks in line with the ToR (Section 4 refers).

1.16 Right of SOS *Malta* to Accept or Reject any Tender

- 1.16.1 SOS *Malta* reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. SOS *Malta* reserves the right to initiate a new invitation to tender.



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1.16.2 *SOS Malta* reserves the right to conclude the contract with the successful tenderer within the limits of the funds available. It can decide to ask for a discount from the cheapest compliant tenderer.

1.16.3 Cancellation may occur where:

- a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- b) the economic or technical parameters of the project have been fundamentally altered;
- c) exceptional circumstances or force majeure render normal performance of the project impossible;
- d) all technically compliant tenders exceed the financial resources available;
- e) there have been irregularities in the procedure, where these have prevented fair competition.

In no circumstances will *SOS Malta* be liable for damages, whatever their nature (damages for loss of profits) or relationship to the cancellation of a tender, even if *SOS Malta* has been advised of the possibility of damages. The publication of a contract notice does not commit *SOS Malta* implement the programme or project announced.

1.17 Appeals

1.17.1 *SOS Malta* shall publish a notification on its website indicating the awarded contract, the financial aspect of the award and the name of the successful tenderer on Friday 11th August 2023. *SOS Malta* shall, by electronic means, inform the tenderers concerned of the publication of the award. *SOS Malta* will be precluded from concluding the contract during the period allowed for the submission of appeals.

The award process shall be completely suspended if an appeal is eventually submitted.

1.17.2 Any tenderer who is aggrieved by the award indicated by *SOS Malta* may, within five working days from 11th August 2023 being the publication of the notice, file a letter of objection, to *SOS Malta*, clearly setting forth any reason for the complaint. Appeals should be submitted in writing by 21st August 2023, 12:00hrs.

1.17.3 After the expiry of the period allowed for the submission of a complaint, *SOS Malta* shall deliver the letter of complaint, and all documents relating to the contract in question to the Board of *SOS Malta* who shall examine the matter in a fair and equitable manner. In its deliberation the Board shall have the authority to obtain, in any manner it deems appropriate any other information not already provided by *SOS Malta*. The Board shall determine the complaint by upholding or rejecting it. The written decision of the Board shall be published on *SOS Malta*'s website.



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1.18 The Letter of Acceptance

- 1.18.1** After the lapse of the appeals period and pending that no objections have been received and/or upheld, the successful tenderer may be invited to clarify certain contractual questions raised therein. Such clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of any such clarifications will be set out in a Memorandum of Understanding, to be signed by both parties and incorporated into the letter of acceptance.
- 1.18.2** Within 7 calendar days of receiving the letter of acceptance (against acknowledgment of receipt) from *SOS Malta*, the successful tenderer will sign a copy of the Letter of Acceptance and date the Letter of Acceptance and return it to *SOS Malta*.
- 1.18.3** If the selected tenderer fails to sign and return the copy of the Letter of Acceptance and other required documentation within the prescribed 7 calendar days, *SOS Malta* may consider the acceptance of the tender to be cancelled.
- 1.18.3** Only the signed Letter of Acceptance will constitute an official commitment on the part of *SOS Malta*, and activities may not begin until the service contract has been signed both by *SOS Malta* and the successful tenderer.

1.19 Period of Delivery

- 1.19.1** The period of delivery indicated in Clause 1.1.3 of the Instructions to Tenderers commences from the letter of acceptance date or as instructed in the Letter of Acceptance.

SECTION 2 – TECHNICAL SPECIFICATIONS

NOTE: Where in Terms of Reference annexed to this tender document requirements are quoted, it is to be understood that *SOS Malta* will accept alternative approach(es) that reach the same requirements. However, it will be the responsibility of the respective bidders to prove that the approach(es) quoted a meet requirement set forth by *SOS Malta*.

2.1 Contract Objective

- 2.1.1** This tender is for the conducting of quantitative and qualitative data collection for the project *Come HoMe – CERV-2022 EQUAL*. This project has been co-funded by the European Commission and is being implemented by *SOS Malta* in conjunction with a consortium led by DRC Italia.

2.2 Delivery Period

- 2.2.1** The delivery time is the time frame stated below and as stated in the Letter of Acceptance **



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Estimated start date of consultancy: 28th August 2023

Date of submission of the finalized dataset and final report: 15th December 2023

**** The dates given in the 'Letter of Acceptance' are to be considered as de facto.**

2.3 Specifications/Requirements

Terms of Reference document annexed to Tender Document shall be referred to.

SECTION 3 – TENDER FORM

CERV-2022 EQUAL - Tender for the conducting of quantitative and qualitative data collection for the project *Come HoMe*

This project has been co-funded by the European Commission and is being implemented by SOS Malta in conjunction with a consortium led by DRC Italia.

A. TENDER SUBMITTED BY:

Company Name		Registration No. / VAT No.	
Email		Phone	
Address			

B. CONTACT PERSON FOR THIS TENDER:

Name & Surname		Position	
Email		Phone	
Address			



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C. TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by *SOS Malta, where applicable*) for invitation to tender for the conducting of quantitative and qualitative data collection for the project *Come HoMe*. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.
2. We confirm that the Total Price of our tender (inclusive of duties, other taxes/charges, Eco-Contribution (if any) and any discounts) is according to the total amount quoted on this document. This tender is valid for a period of 4 weeks from the final date for submission of tenders.
3. We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
4. We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 4 of this declaration are not submitted by the indicated dates.
5. We will inform *SOS Malta* immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate, or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
6. Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect we confirm that the following documentation has been included:
 - Tender Form (Section 3)
 - Technical Offer (in response to specifications outlined in Section 2).



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- Financial Bid (Section 4)

7. We note that *SOS Malta* is not bound to proceed with this invitation to tender and that it reserves the right to cancel the contract. It will incur no liability towards us should it do so.

Name and Surname:

I.D. / Passport Number:

Signature of tenderer:

Duly authorised to sign this tender on behalf of:

Company/Lead Partner VAT No: (if applicable)

Stamp of the firm/company:

Place and date:

SECTION 4 - FINANCIAL BID

CERV-2022 EQUAL - Tender for the conducting of quantitative and qualitative data collection for the project *Come HoMe*

	Amount in Euro (€)
Cost of service	
VAT %	
VAT Amount	
Gross Total **	

**** The budget allocated for this procurement must not exceed €7,500 (seven thousand five hundred euros) inclusive of all applicable taxes.**

The successful bidder shall be bound to conform in all respects with VAT legislation and regulations as well as the Data Protection Act

Signature:
(The person or persons authorised to sign on behalf of the tenderer)



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Date:

SECTION 4: TERMS OF REFERENCE

Data collection services in Malta

For the project “Understanding and combating intersectional discrimination in housing for people with a migratory background”

Supported by the EU Citizens, Equality, Rights and Values (CERV) Programme, the Mixed Migration Centre (MMC) and SOS Malta have partnered to conduct a research project titled, Understanding and combating intersectional discrimination in housing for people with a migratory background.

4.1 Scope

4.1.1 MMC

The **Mixed Migration Centre (MMC)** is a global network consisting of several regional hubs (Asia, East Africa, Europe, Latin America and the Caribbean, Middle East, North Africa, West Africa) and a central unit in Geneva. The MMC is a leading source for independent and high-quality data, research, analysis, and expertise on mixed migration. The MMC aims to increase understanding of mixed migration, to positively impact global and regional migration policies, to inform evidence-based protection responses for people on the move and to stimulate forward thinking in public and policy debates on mixed migration. The MMC’s overarching focus is on human rights and protection for all people on the move. The three overall objectives of the MMC are:

- To contribute to a better, more nuanced, and balanced understanding of mixed migration (knowledge)
- To contribute to evidence-based and better-informed migration policies and debates (policy)
- To contribute to effective evidence-based protection responses for people on the move (programming)

The MMC is part of, and governed by, DRC. MMC regional hubs are hosted within DRC regional offices, but part of the global MMC network. While its institutional link to DRC ensures MMC’s work is grounded in operational reality, it acts as an independent source of data, research, analysis, and policy development on mixed migration for policy makers, practitioners, journalists,



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and the broader humanitarian sector. The position of the MMC does not necessarily reflect the position of DRC. For more information on MMC visit our website (<http://www.mixedmigration.org/>).

4.1.2 **SOS Malta**

SOS Malta aims to aid people experiencing times of crisis and to empower them by providing support services and opportunities to implement development and change in their country. SOS Malta works with local and international organisations to assist socially disadvantaged groups in improving their quality of life. It encourages advocacy on behalf of social causes as well as promotes models of good care and practice. As such, SOS Malta is built upon 5 pillars of action, these being:

- Overseas Development
- Social Integration
- Research and Training
- Volunteering
- Fund Operator EEA Grants

Within these pillars SOS Malta has an excellent track record of the implementation of diverse projects closely involving civil society in both their implementation and in terms of their target groups and has developed considerable expertise in these areas. SOS Malta is constantly seeking to identify innovative approaches and improve the capacity of Maltese civil society to respond to each of the fields. SOS Malta strives to involve the NGO sector in its research and the sharing of its results and knowledge generated.

4.1.3 **Housing discrimination against people with a migratory background in Southern Europe**

Italy, Greece, and Malta are the main countries of first arrival into the EU for asylum seekers and refugees reaching Europe via the Mediterranean and from Asia. EU countries of arrival often excel in providing temporary assistance solutions to asylum seekers and refugees but, in the long term, they fail in guaranteeing their effective inclusion and integration, as well as basic rights and needs such as the right to accommodation.

Housing discrimination is often read and labeled as racism, but this is only partially true. Understanding the real grounds for discrimination behind it may allow us to adopt better tools and strategies and even solve other types of discrimination. Despite the tremendous need for a better understanding of housing discrimination, European-wide data are not available to analyse how many people experience discriminatory treatment based on their ethnic or racial origin. While sex and age are systematically recorded, data on ethnicity, nationality, disability, employment, or immigration status are rarely collected in national surveys or their samples are not large enough to allow for further breaking down of the data. However, intersectionality studies suggest that



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discrimination often happens based on more than one ground or as a barrier to accessing services and rights - including housing.

Even less data is available regarding landlords' perspectives and the motivations behind their decisions.

4.2 Research objectives

MMC and SOS Malta will conduct a research project focused on **Understanding and Combating intersectional discrimination in Housing for people with Migratory background**, to provide evidence-based and up-to-date analysis on this topic. The research project aims to support key stakeholders (NGOs, CSOs, policymakers) in the region **to improve the local integration of people with a migratory background, and better protect their rights, by strengthening their access to housing.**

In order to support policymakers and service providers, this project seeks to better understand the obstacles that people with a migratory background face when searching for housing, with a focus on discrimination, and the resilience factors and mechanisms that they use to overcome such obstacles. Additionally, considering that private landlords and rental agencies are gatekeepers in the access to housing, it is fundamental to understand the reasons that bring them to discriminatory actions.

The research design will focus on a city-based approach and will target urban areas where a high number of people with a migratory background reside. Data collection is set to take place in **Malta**. The methodology will follow a **mixed method approach** (convergent design) involving at least **10 key informant interviews (KIIs), 4 focus group discussions (FGDs) and 2000 quantitative surveys.**

4.2.1 Target Population

Potential survey respondents will be approached by enumerators based on the following criteria:

- Refugees, regular migrants, and second-generation migrants
- Coming from Europe, Asia, or Africa
- 18+ years old
- Settled in the city for at least a period of six months.

The target population for FGDs will be the same as for the quantitative survey.

Respondents to key informant interviews, will be actors that can be considered as facilitating or obstructing access to housing for migrants and refugees or having expert knowledge on the matter, including landlords and landlords' associations, real estate agencies, public authorities managing services related to migration or public housing at the local level, non-governmental organizations (NGOs) facilitating access to housing for



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migrants and refugees, NGOs managing reception/temporary accommodation facilities for asylum seekers and actors managing social housing projects.

4.2.2 Sample size

In Malta the target for quantitative data collection will be **200 surveys with refugees, regular migrants, and second-generation migrants**. As for qualitative data collection, the target will be **4 focus group discussions (FGDs) with the same target population as the surveys**, and **10 key informant interviews (KIIs) with actors that can be considered as facilitating or obstructing access to housing for migrants and refugees or having expert knowledge on the matter**.

4.2.3 Interview questions

Quantitative surveys will serve to identify quantitative (yet non-representative) tendencies among the target population. The questionnaire will cover the following topics:

- **Profiles of respondents** (main demographics, sex, age, education, area of origin, legal status).
- **Current housing situation** (area where they live, renting vs owning, formal vs informal arrangements, overcrowding, building antiquity, access to services and utilities).
- **Mechanisms / channels used to find housing** (formal housing agencies, private/informal real estate agents, NGOs, word of mouth, advertisement websites) and reasons for choosing them.
- **Barriers faced while searching for housing** (forms of discrimination, legal obstacles, economic obstacles, guarantees required) and who creates these obstacles (landlords, housing agencies, public authorities).
- **Potential impact of the COVID-19 pandemic on access to housing** (increase in price, lower/higher availability).
- **Resilience factors or mechanisms employed to overcome barriers** (measures and strategies adopted to overcome such barriers).

FGDs will cover the same topics. KIIs, on the other hand, will cover the following topics:

- **Main barriers** faced by migrants and refugees in accessing housing in the private sector.
- **Existing services** that help them to find housing options.
- **Key stakeholders'** (landlords, housing agencies, associations) **perception of migrants and refugees** in the housing market.
- **Factors that could improve these perceptions**, in terms of giving migrants and refugees access to housing opportunities.
- **Migrants and refugees' access to public subsidized housing** and related barriers.
- **Untapped potential of social housing projects** for migrants' and refugees' housing.



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- **Role of community networks** in helping migrants and refugees find housing.
- **Law and policy changes** that could improve migrants' and refugees' access to housing.

4.2.4 Data collection

Surveys are planned to be conducted **face-to-face** through **electronic data collection** (text-based survey solution on phones/tablets). The survey will be **administered in English**. Enumerators shall also have a good command of **English** to receive training in this language.

As for FGDs and KIIs, they will be conducted face-to-face using the interview guides provided by MMC.

4.3 Purpose of the consultancy

MMC Europe is looking for a consultancy firm to conduct quantitative and qualitative data collection (administration of surveys, FGDs and KIIs) in Malta.

4.3.1 Requirements

Specifically, the consultancy firm is expected to:

- 1) Follow the Research Design compiled by the SOS Lead Consultant, Dr Rachael Scicluna for Malta. The Research Design will comprise of 2 simultaneous phases: quantitative and qualitative. The key stakeholders are already identified in the Research Design by SOS Malta, and the list will be circulated upon signing of contract. Therefore, the consultancy firm is only expected to:
 - a. Secure suitable dates and preferred location of participant/s;
 - b. Conduct 4 focus groups (6-10 participants) and 10 key informant interviews with the identified key stakeholders;
 - c. Collect 200 surveys in Malta in electronic format (ODK), according to the work plan agreed upon in advance with MMC and SOS Malta;
 - d. Submit Interview Sheets with brief summaries and observations of each audio recording. Interview sheet will be provided by SOS Malta;
 - e. Provide full transcripts and audio files;
 - f. Attend training by MMC on the 12th and 13th September 2023;
 - g. Collected data to be sent to SOS Malta by end November;
 - h. Recruit, contract and supervise a network of enumerators to collect data in line with MMC SOPs;
 - i. Cover potential phone credit and transportation prices for the enumerators;
 - j. Provide phones or tablet (hardware) to the enumerators for electronic data collection;



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- k. Further support in identifying respondents, if necessary, after discussing with Lead Consultant;
- l. Ensuring methodological guidelines are applied for the survey;
- m. Designate a focal point and set up regular reporting and online discussions with the Lead Consultant at SOS Malta especially during the data collection phase to ensure efficient data collection and high-quality standards.

MMC/SOS Malta will provide:

- 1) Methodology and research tools for quantitative data collection, already coded in ODK format and translated in English¹;
- 2) Research tools for qualitative data collection;
- 3) Training for enumerators on relevant concepts, methodology, the questionnaire, principles, and ethics of research in the field, Code of conduct;
- 4) Context analysis, including an initial information to be used as a basis for identification of the respondents;
- 5) The backend infrastructure (server, ONA administration) for electronic data collection on the phones provided by the consultancy firm;
- 6) Guidelines for data validation and cleaning.

General requirements:

- The consultancy firm is responsible for all aspects of data security and data protection for the duration of the contract.
- The consultancy firm is responsible for frequently reporting to SOS Malta progress and any issues regarding deliverables, the timeline, and data quality. When designating a focal point for this project, the consultancy firm should:
 - Ensure that the focal point has direct supervision over the enumerators in order to secure a direct line of communication and reactivity between both parties;
 - Ensure that, if the consultancy firm decides to subcontract a part of the tasks to a local partner, such approach will not contradict the former point, and direct line of communication between the consultant's enumerators team and SOS Malta will be respected.
- The consultancy firm is responsible for adhering to ethical guidelines detailed in the research protocol.
- The consultancy firm is responsible for providing insurance and ensuring compliance regarding human resources.

4.3.2 Deliverables

¹ Other language to be decided at a later stage



Deliverable	Deadline
Participation to MMC Training	12 th – 13 th September 2023
Collection of 200 high-quality quantitative surveys in Malta in electronic format. Surveys are expected to be collected from the beginning of the data collection period and consistently throughout it, with a weekly quota to be established.	30 th November 2023 (two rounds of 100 surveys)
Collection of 4 FGDs and 10 KIIs.	30 th November 2023
Full documentation regarding data collection, including notes and observations on any changes or modifications.	15 th December 2023

Estimated start date of consultancy: 28th August 2023

Date of submission of the finalized dataset and final report: 15th December 2023

MMC estimates that the above activities will require approximately **40 days** of work over the indicated period.

4.3.3 Terms and conditions

- The consultancy firm will report directly to SOS Malta with regular updates (at least weekly) and sharing of partial data and feedback and observations at intervals before the final deadlines for deliverables. They are also likely to interact with other MMC Europe staff, and partners to the project.
- Payment for the consultancy will be made as follows: 20% upon signature of the contract, 20% upon completion of the training, 30% upon satisfactory receipt of the first round of 100 surveys, 30% upon receipt of the second and final round of 100 surveys and final data collection documentation.
- All information presented, obtained and produced is to be treated as the client's property and is considered as confidential for all purposes other than what is outlined in these ToR. Upon signing the consultancy contract, the selected consultancy firm will be required to sign a confidentiality agreement. The material prepared by the consultancy firm cannot be sold, used or reproduced in any manner (partially or in full) by the consultancy firm without prior permission from MMC/DRC.

4.3.4 Profile

- Research organization, university, think tank, NGO, CSO, or consultancy company with extensive track record in conducting surveys in Malta;



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- Legal and operational ability to independently carry out data collection in Malta and expertise with data collection specifically using an electronic survey tool and respecting the highest research standards;
- Proven expertise in researching / implementing projects on human rights, discrimination, migration and/or housing;
- A proven experience in engaging with people with a migratory background;
- Languages: English.
- The selected organization will have to sign and comply with DRC's code of conduct.

4.3.5 Application process

Candidates should submit an application including:

- Documents requested in the call for applications
- Cover Letter
- CV including references of previous relevant publications (max. 4 pages)
- Example of written work
- Technical proposal (max 10 pages) including: proposed approach and workplan, proposed profiles for the team (team leader, enumerators...)
- Financial proposal: budget (in EUR), which shall cover all costs over the course of the consultancy. The budget should be broken down as described below:

A. Consultancy fees – daily and total
B. Technical costs – tool development, analysis, etc.
C. Travel costs, if applicable
D. Miscellaneous (e.g. printing, insurance, etc. – please specify in the financial proposal)

4.3.6 Evaluation of bids

The evaluation process consists of three stages: 1) Administrative, 2) Technical and 3) Financial. This process is explained in the call for applications.

Submission deadline: 8th August 2023.

Reporting arrangement and contact for further information

The primary contact point for the consultancy firm will be the Lead Work Package Consultant, Dr Rachael Scicluna rachael.scicluna@sosmalta.org



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