

TERMS OF REFERENCE

Consultancy for: Mixed Migration Monitoring Mechanism Initiative (4Mi) - data collection in Tunisia

1. BACKGROUND

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 MMC focuses on 6 core regions, with regional teams in each of these: Eastern Africa & Yemen; North Africa; West Africa; the Middle East, Asia and Europe. Read more about the MMC here: www.mixedmigration.org. The MMC is part of the Danish Refugee Council (DRC), a leading humanitarian organization responding to displacement and mixed migration in 40 countries.

Since 2014, MMC has been implementing the Mixed Migration Monitoring Mechanism initiative (4Mi), a growing network of monitors stationed in key migration hubs in more than 20 countries along 7 major migration routes, who are interviewing refugees and migrants on the move on a continuous basis, providing a solid evidence base on the needs and protection incidents facing people on the move. Read more about 4Mi here: <http://www.mixedmigration.org/4mi/>.

2. CONTEXT

The Mixed Migration Monitoring Mechanism Initiative (4Mi) consists of a unique network of field monitors situated along frequently used routes and in major migratory hubs. It aims to offer a regular, standardized, quantitative system of collecting primary data on mixed migration flows.

Field monitors are trained and closely supervised and use a smart phone-based survey application to record and transmit completed interviews to regional 4Mi hubs for storage and analysis. 4Mi uses standard closed question interview surveys to invite respondents to anonymously self-report on a wide range of issues that results in extensive data relating to individual profiles, migratory drivers, means of movement, conditions of movement, the smuggler economy, aspirations and destination choices.

3. PURPOSE

With funding from DFID, the MMC now wishes to set-up 4Mi in Tunisia with the aim to gain a greater understanding of mixed migration dynamics. Therefore, MMC is looking for a partner to pilot the implementation of 4Mi in Tunisia collecting a total of 1200 4Mi surveys.

The standard 4Mi survey questionnaires will be used. Data will be collected by field monitors trained in operating the smart-phone based 4Mi surveys.

3.1. Geographical Area for 4Mi data collection in Tunisia:

As a minimum three geographical locations are requested:

- 1) Tunis and greater Tunis
- 2) Sfax (or Sousse)
- 3) Mednine and southern Tunisia

3.2. Target Group of interviewees:

Recently arrived migrants and refugees from all nationalities who have been at the location of the interview for less than two years. Ideally targeted groups will include migrant workers, migrant students, asylum seekers and refugees from all nationalities.

3.3. Field monitors:

4Mi field monitors should be selected in order to access the wider population possible. At minimum, the monitoring team should cover requested language skills: English, French and Arabic. Also, field monitors must be recruited taking gender balance into account.

4. DELIVERABLES AND TIMELINE

The consultancy is expected to be completed no later than by **31st December 2019**. The total number of surveys to be collected is 1,200. These will be paid in monthly instalments upon MMC's review and approval.

The consultant will be responsible for the following tasks:

- Identification and recruitment of relevant field monitors with access to requested target groups (at minimum, the field team should cover languages requirements: English, French and Arabic).
- Providing sim cards and credit to delivered smart-phones
- Supporting appropriate data collection through daily follow up with monitors
- Conducting spot checks on monitors to ensure compliance with ethical standards & best practices in data collection
- Ensuring compliance with relevant Tunisia legislation

The Mixed Migration Centre will be responsible for the following tasks:

- Train the consultant and field monitors in the 4Mi methodology and appropriate data collection techniques (such as informed consent, anonymity, specific survey questions)
- Set-up the smart-phones for field monitors with relevant app for 4Mi data collection
- Daily and weekly follow-up on submitted surveys
- Review and approve/reject submitted 4Mi surveys
- Provide additional support to 4Mi field monitors upon request

5. CONTACT POINT & STAKEHOLDER INVOLVEMENT

The primary contact point for the consultant will be:

Mohammad Fares
Mixed Migration Officer - Tunisia
Mohammad.fares@mixedmigration.org

It is anticipated that the consultant and 4Mi field monitors will be in regular contact, as a minimum weekly, with the MMC's focal point.

6. PROPOSAL EVALUATION

For the award of this project, MMC has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

6.1. The **technical offer** will be evaluated using the following criteria.

1. Company qualifications (30%) (Documented with the filled-out Supplier Registration Form and at least 1 sample of relevant research project executed)	- General liability of the company (0 -10) - Previous relevant research/data collection projects executed (0- 10) - Relevant sector experience (0 - 10)
2. Proposed services and interview (50%) (Documented with the technical proposal)	- Content of the proposal suitable for the requirements (0 - 30) - Interview (0 - 20)
3. Personnel qualifications (20%) (Documented with CV of relevant staff involved in the project)	- Experience of any staff who will work on the project (0 - 20)
Total	100

Desired qualifications include:

- Proven research background on Mixed Migration
- Significant experience in conducting surveys and primary data collection
- Proven access to newly arrived migrants and refugees in Tunisia and ability to recruit field monitors with relevant language skills (English, French, Arabic)

The technical offer must include:

- A description of how monitors will be identified, recruited and supervised in each location
- The proposed composition (nationality, gender, location) of the 4Mi field team
- A detailed timeline of the project from recruitment of field monitors to completion of data collection

All bidders must obtain a minimum score of at least 50 for the total technical scoring, in order to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

6.2. The score for the **financial component** will be calculated with the following formula:

$$= 50 \times \frac{\text{Best offer}}{\text{Offer}}$$

The budget/offer should be broken down as below:

A. Field monitors costs (for 1,200 surveys)
B. Any other staff costs (specify)
C. Any other cost (specify)
GRAND TOTAL FOR FINANCIAL OFFER

7. Confidentiality

All information presented, obtained and produced is to be treated as MMC's property and is considered as confidential for all other purposes than what is outlined in the ToR.

The selected consultant will be required to sign a confidentiality agreement. The material prepared by the consultant cannot be sold, used or reproduced in any manner (partially or in full) by the consultant without prior permission from MMC.

8. Data ownership and Dissemination

The full ownership of the 4Mi data belongs to MMC. Raw data collected with 4Mi cannot be used by monitors nor partners and cannot be used personally nor for any other work-related purposes outside of MMC.

4Mi data is analyzed, published and disseminated by the Mixed Migration Center only to relevant stakeholders (donors, monitors, local partners, UN agencies, bilateral governments, embassies etc.) in 4Mi quarterly reports and elaborated in MMC articles, briefing papers and research publications. Data is also visualized on the public 4Mi homepage where anyone can disaggregate the data available through interactive infographic presentations.