



Livelihoods and Food Security Trust Fund



Livelihoods and Food Security Trust Fund (LIFT) Safe Migration and Empowerment for Migrant Women in Urban Centres Call for Proposals (CfP)

Ref no: CfP/LIFT/2016/8/Migration
Release date: 23 September 2016
Deadline: 24 October 2016 12:00hrs (noon)
Title: Safe Migration and Empowerment for Migrant Women in Urban Centers
Duration: Planned start date March 2017, not to go beyond June 2019

Background

UNOPS is the Fund Manager for the multi-donor Livelihood and Food Security Trust Fund (LIFT), which was established in 2009 to address food insecurity and income poverty in Myanmar. LIFT's donors are Australia, Denmark, the European Union, France, Ireland, Italy, Luxembourg, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom and the United States of America. From the private sector, the Mitsubishi Corporation is a donor.

The overall goal of LIFT is to sustainably reduce the number of people living in poverty and hunger in Myanmar. LIFT's purpose is to improve the incomes and nutrition status of poor rural people by promoting resilient livelihoods and food security. Its designated outcomes are improvements in income, resilience, nutrition, and pro-poor policy developments.

LIFT works with implementing partners (IPs), such as international NGOs, national NGOs, United Nations agencies, international organisations, academic and research institutions and the Government of Myanmar. LIFT is currently funding projects at the Union level and in the Ayeyarwady Delta, the Dry Zone, Myanmar's Uplands and Rakhine State.

So far, LIFT has reached over three million people, or roughly six per cent of Myanmar's population, and is active in just under half of the country's townships. The Fund is expected to continue operations until the end of 2018.

For more details, please go to www.lift-fund.org

LIFT
12(0), Pyi Thu Lane,
7 Mile, Mayangone Township
Yangon, Myanmar

Tel: +(95) 1 657 280 ~ 87, 657 703 ~ 04
Fax: +(95) 1 657 279, 657 702
lift@unops.org
www.lift-fund.org

Funds donated by Australia, Denmark, the European Union, France, Ireland, Italy, Luxembourg, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom, the United States, and the Mitsubishi Corporation.



Objective of the Call for Proposals

LIFT is searching for qualified organisations¹ to implement projects that enhance the benefits and decrease the social and economic costs for female migrants that search for economic and labour opportunities in the major cities of Myanmar.

Globally and in Myanmar, women are increasingly migrating to urban centres to enhance their economic opportunities. IOM reports that more than half of global migrants are women and data indicate that female migration increases more rapidly than male migration. The Myanmar Population and Housing Census of 2014 confirms this trend for Myanmar. Almost 20% of the population now comprises of internal migrants. Of the over nine million internal migrants, more than half are women. The main reason for movement is to follow family, but 34% move for employment and economic reasons, and vast majority of women who migrate prefer long term domestic migration to the urban areas of Yangon and Mandalay. These trends underline the need for specific attention to support, protect and empower women migrants in Myanmar.

When it is successful, labour migration can bring significant changes for the lives of women migrants and their families. The experience can empower women and provide a new autonomy to develop self-esteem and capacities. Research shows that women's authority and value improves in their families and villages while traditional roles and norms are challenged. When women return to their homes, they often build on their new assertiveness, skills, and expertise and venture into small businesses. It has further been shown that women migrants tend to remit a higher share of their earning than male migrants, even though the total amount is smaller as women earn lower wages than men. Remittances of women have a higher impact on their family's well-being than those of men as funds are more frequently directed to health care and education. Both the financial and social remittances of female migrants are relevant. While financial remittances provide the means to access health and education services; social remittances, i.e. increased awareness and knowledge on health care practices and benefits of education, provide the incentive.

While labour migration can be beneficial, there are several risks and constraints, particularly for female migrants. Restrictive social norms and policies can exacerbate gender-specific vulnerabilities. First-time migrants are less prepared to manage language, race, or cultural barriers and discrimination. Gender stereotypes of employers often lead to gender specific employment only, which generally belong to the lowest-paid category such as domestic helpers, garment, retail or service sectors. The ILO *Internal Labour Migration in Myanmar* in 2015 records that female migrants earn an average income per month of only \$65 as compared to \$96 for male migrants. Employers reportedly choose women as they see them as more agreeable and cheaper employees. In fact, migrant women are more likely to experience delayed payment. Discrimination, both as a migrant and a woman, can end in isolation and abuse. In an unfavourable environment, low-skilled migrant women are often choosing riskier migration corridors, destinations, and employment sectors and become victims of corruption, trafficking and violence.

Forced labour and trafficking is a major concern in Myanmar for both women and men. Up to 26% of respondents to the ILO survey (2015) report to be in a situation of forced labour and 14% in a situation of trafficking for forced labour. Migration also bears challenges for the families of migrating women. While gains in health and education are recorded, particular children may suffer from the separation.

¹ From LIFT operational guidelines "Eligible implementing partners include the Government of Myanmar, international and national non-governmental organisations, United Nations agencies, other international organisations, academic or research institutions and private sector companies." <http://www.lift-fund.org/guidelines>



Major strategies to make internal migration safer for both female and male migrants include: better regulation of job matching centres and brokers for low skilled migrants from rural areas; more information and awareness on safe migration and support for career development; regulation of work environments both in terms of obligations defined in employment contracts and safe and healthy working conditions; and, legal and social protection.

LIFT is seeking projects that are able to deliver sustainable results for the intervention areas listed below. All applicants need to ensure that their proposals are gender sensitive and add respective indicators in their measurement plan.

The proposed activities should start no later than 01 January 2017 and end before 31 March 2019.

Intervention areas:

- I. **Access to accurate and relevant information** to seek a gainful employment and to protect against fraud and exploitation.
- II. **Promotion of nondiscriminatory access to labor markets and employment options** with equal treatment of women and men.
- III. **Safeguarding migrant women rights, security, and dignity** including efforts to support and destigmatize those that survived trafficking, abuse, or are sex workers.
- IV. **Promotion of women's professional development** through skills training and education to move from lower to higher productivity jobs.
- V. **Access to services and resources** such as health, legal, social and financial services which ensure women's security and rights. Counseling and shelter for those that experienced violence, workplace complaints, and exploitation.
- VI. **Advocacy for migration and employment policies** that promote the rights of female migrants and improve labour market conditions and advance decent work for women.
- VII. **Leverage of migration benefits** by supporting migrant women who want to return and invest in businesses at home. Safe ways for remittances transfer can increase the frequency and amount of money transferred, financial literacy training and support for enterprise creation can facilitate a successful return to the place of destination and contribution to the local economy.

Partnerships

Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and proposed partners have relevant expertise.

It is fundamental at proposal stage that all partners involved in the project are aware of the proposal, its content and their specific responsibilities and agree on an initial agreement (financial and technical). Please also take into consideration that according to the LIFT Operational Guidelines the applicants are expected to share indirect costs with their sub-partners.

Where conflict sensitivity is high, LIFT will favour partners that can demonstrate sufficient contextual understanding, including of the local institutional structure and key government, non-state armed groups and civil society stakeholders. Identified partners should have already built trusted relationships with relevant local stakeholders and have interventions that are supportive of local institutions, whether formal or informal.

Funding allocation

The provisional allocation for LIFT's work to leverage labour migration for rural development is currently set at up to USD 4 million.



Requirements for the proposal submission

Key documents for the preparation of submissions are:

- a) Annex 1: Format and requirements for proposals
- b) Annex 2: Selection criteria to be used by LIFT

Please note the following requirements for submissions:

- Proposals must be prepared in the English language or in Myanmar language according to the format requirement presented in Annex 1.
- Proposals must be submitted as per the Schedule of Events, see below.
- Proposals must be received by email at the following address: (lift.proposals.mmoh@unops.org). Please do not submit your proposal to any email address other than the secure email address provided above or your proposal may be at risk to not be considered. The size of individual e-mails, including e-mail text and attachments, must not exceed 5 MB.
- Proposals must also be submitted in hard copy at LIFT Fund Management Office, 12(0) Pyi Thu Lane, 7 Mile, Mayangone Township, Yangon, Myanmar. Hard copies should arrive on or before the same date. Unless both electronic and hard copies are received on or before the deadline, proposals will be rejected.
- Please note that the cost of preparing a proposal and of negotiating a grant agreement, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Any requests for clarification should be referred to lift@unops.org. Clarifications will be provided on the LIFT website: <http://lift-fund.org/> and the UNOPS website: <https://www.unops.org/english/Opportunities/suppliers/Pages/Grantadvertisement.aspx>.

Also note that successful applicants will be expected to conform to LIFT's Operational Guidelines, which are available at <http://www.lift-fund.org/guidelines>. The guidelines specify LIFT's rules in relation to *inter alia* reporting, procurement, inventory management, record management and visibility.

Proposals selection and appraisal procedures

An Evaluation Committee will complete a technical, financial and organisational capacity assessment of each proposal. As a part of its appraisal process, LIFT may elect to discuss technical, cost, or other aspects of the proposals with applicants. The Evaluation Committee will proceed to the selection of the proposals through two stages:

1. Short listing:

- The Evaluation Committee will appraise each proposal using all the criteria listed in Annex 2. Proposals that do not align sufficiently with the LIFT strategy and the thematic requirements of this call, or which have shortcomings regarding the criteria outlined in Annex 2, will be rejected.
- The full appraisal of the shortlisted proposals are submitted to the LIFT Fund Board with recommendations

2. LIFT Fund Board decision:

- The Fund Board will select the proposals and provide recommendations to the applicants.



The approval of the proposal is not a guarantee to receive funding until the conditions attached to the approval have been fulfilled and the grant support agreement is signed. LIFT reserves the right to reject a proposal after Fund Board approval if it cannot reach an agreement with the applicant for contracting.

Successful proposals will be implemented under a Grant Support Agreement with UNOPS as the LIFT Fund Manager. The expected contract duration is for maximum three years. Unsuccessful applications will not be returned to the applicant.

Schedule of Events

The dates provided below are only indicative. The Evaluation Committee may follow a quicker or a longer timeframe for the appraisal of the proposals.

<i>Event</i>	<i>Date</i>
Call for Proposals release date	23 September 2016
Deadline for receipt of written inquiries	09 October 2016
Written responses distributed	16 October 2016
Proposal due date	24 October 2016, 1200 hours / noon (Myanmar local time)
Grant agreement negotiation and contracting	December 2016 – February 2017



Annex 1: Format and requirements of the proposals

The proposal must be complete and conform to the format requirements presented below.

Submissions must be made both electronically and in hard copy as outlined in the main part of this call for proposals.

The proposal must not exceed 20 pages (12 point Calibri Font and a minimum of 1 inch margins all around). Pages should be numbered. The proposal may include annexes with additional details regarding approach, methodologies, references, maps, etc. Annexes must not exceed 30 pages.

Electronic submissions must not exceed 5MB in size.

LIFT will consider only applications conforming to the above format and page limitations. Any other information submitted will not be evaluated.

Applicants should include all information that they consider necessary for LIFT to adequately understand and evaluate the project being proposed. The remainder of this section describes the information that LIFT considers necessary for all applications. There is no obligation to follow the order of the sections below, and the applicants are encouraged to make their proposal reader friendly and to avoid repetition.

Proposals must consist of the following:

Title page

Project title, name and contact of the applicant, partners, geographical area, expected project duration, start and finish dates and total budget. Note that the title page is *not* counted in the proposal page limitation.

Preamble

Include a table of contents, a list of abbreviations, a map, a summary. Note that the preamble is *not* counted in the concept note page limitation.

Project background and rationale

Outline the origin of the concept, problem definition/rationale and context for the project. Outline how the proposed project aligns with the LIFT strategy and the thematic components of this call, meets the needs of migrants and their dependents, and explain how lessons from previous experience and studies inform the design of the project.

Explain how the project aligns with the development plans/priorities of the GoUM (if not, why not), and other development partners working in the same field and/or area. Identify any gaps in the available knowledge.

Outline the results of key discussions which have taken place in preparation of the proposal, including:

- Who was consulted (eg other development partners, government departments, NGOs, etc.),
- Any issues raised pertinent to the project's rationale and design approach, and
- A summary of the views of other key stakeholders.

Target area and stakeholder analysis

This section should describe the targeted geographical areas of the project and number of direct and



indirect beneficiaries (disaggregated). The distinction between direct and indirect beneficiaries should be clear.

A *stakeholder analysis* should be included to describe the key direct and indirect beneficiaries, and the organisations and individuals involved and which have an interest - along with any vested interests they may have. The following are also important:

- A clear description of how the project will cooperate with the government and non-state actors, and engage with the private sector.
- A description of the role of all local institutions involved and any support or intention to establish new institutions clearly detailed and justified.
- Where new or improved institutional arrangements are to be enduring, explanation should be provided on the sustainability provisions included.

Project Theory of Change

A clear theory of change (TOC) should be presented in diagrammatic form and explained in a narrative. An actor centred TOC is preferred. There should be a specific statement of what the project will accomplish and what the key results are in terms of project level outcomes and outputs in a summary form.

Activities, technical approach, methodology and scope

An *activity and methodology description* needs to be sufficient to identify **what** will be done, **how** it will be done, and **where** it will be done. It should indicate **who** will do what at a broad level to explain stakeholder roles.

This section should include consideration of relevant cross-cutting issues (gender, nutrition, human rights, and the environment).

A Work Plan should be presented in graphical (table, preferably LIFT template, www.lift-fund.org/work-plan-activity-plan-and-fund-request) form and can be attached as an Annex. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step and key deliverables.

Risks and mitigation

Identify and list major risk factors that could result from project activities and/or the project not producing the expected results. These should include both internal / operational factors (e.g. the technology involved fails to work as projected) and external factors (e.g. government policy changes). Outline mitigation strategies and/or how risk will be identified and assessed in the design. Include key assumptions on which the proposal is based.

Monitoring and Evaluation for Accountability and Learning (MEAL) management

This section should follow the guidelines provided in LIFT's MEAL guideline (www.lift-fund.org/monitoring-and-evaluation-learning-and-accountability-meal-guidelines-ips-upcoming-proposals-and). All projects need to provide an MEAL Framework including 3 main components: (1) a project Theory of Change; (2) project Evaluation and Learning questions; and (3) a project Measurement Plan².

Projects need to establish an appropriate project baseline.

² A measurement plan replaces LIFT's previous use of project logframes and identifies the project outcomes, outputs, indicators, targets, milestones and means of verification. A template is available in the MEAL Guideline, which is on the LIFT website.



Organisational background of the applying organisation

It should be clearly demonstrated that the proposing organisation has the experience, capacity, and commitment to implement the proposed project successfully.

The following should be covered:

- Type of organisation – Is it a community-based organisation, national NGO, international NGO, research or training institution?
- Organisational approach (philosophy), purpose and core activities of the organisation, and relevant experience.
- Length of existence and legal status. The applying organisation should have the appropriate authority to carry out the project in Myanmar.
- Expertise mobilised from within and outside the organisation.
- A description of partnerships, how long they have been in place and for what purpose.
- An explanation of previous or existing activities in the target area and what working relationships are in place with government and non-state actors.

Staffing

An overview of the organisational structure of the project should be provided, including the CVs of key personnel (national and international), (e.g. chief of party, project director, senior technical advisor).

How the expertise required for project implementation will be made available should be explained (i.e. from within the organisation, through external consultancy, and partnerships) along with a description of implementation roles.

Partnership

Explain who the partners are, how they have been identified, what their specific expertise is, what their contribution is to be and how the relationships between the partners will be managed throughout the project. The section should explain what the governance and coordination arrangements are, and how the project will maximise local ownership. The lead applicant should provide a brief assessment of the institutional, organisational and technical capacities of partners and how the project will strengthen their capacities, including:

- Institutional, organisational and technical support to and capacity building for local partners
- Identify budget allocation between partners, including for indirect costs (see below)
- Contractual relationships and coordination / decision-making systems
- Organisational chart including links between partners

If a partner is not full time on the project, please provide a schedule for their inputs.

The lead applicant should submit in annex to the proposal a letter signed by the proposed partners stating that they have contributed to the project design, are willing to collaborate with the applicant and that they agree to enter into an agreement if the proposal is successful.

Project budget breakdown and Value-for-Money

A realistic budget is an important part of developing and implementing a successful project. The proposal budget should include a detailed breakdown of costs. The budget template available on the LIFT website must be used. The budget breakdown should clarify the total allocated budget for each component that the project will contribute to.



The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the outcomes which are set forth in the proposal. Other associated costs should be funded from other sources. Refer to the LIFT operational guidelines on what LIFT can and cannot fund.
- The budget should be realistic.
- The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and evaluation.
- Indirect costs are allowable up to six percent of the total direct costs, not including investment capital funded by LIFT.
- The budget line items in the budget template are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the budget sheet should agree with those on the proposal header and text.
- The budget needs to be accompanied by detailed assumptions on costs (e.g. how many computers are required for how many staff, how per diems are calculated, etc.)
- Costs incurred at headquarters outside Myanmar will be only considered in exceptional cases.

Financial and technical proposals should be sufficiently linked to enable LIFT to conduct a reasonable value-for-money (VfM) assessment of the proposal. Proposals that demonstrate that LIFT's funds will leverage other funds, as well as proposals that demonstrate clear progress towards financial sustainability, are encouraged.

The proposal should demonstrate good Value-for-Money. Some questions to consider may include:

- Have partners and communities been involved in identifying which outcomes have the greatest value to them, and where savings can be made?
- Can contributions be leveraged from other sources?
- Is the proposed concept providing value for money per beneficiary or target group?
- What options are there for achieving more value for the same/less resources?
- Are there multiplier effects from the intervention, or benefits from replication or scaling, that strengthen the value for money of the intervention?



Annex 2: Selection criteria to be used by LIFT

An Evaluation Committee (EC) will appraise applications in accordance with the selection criteria identified below.

Applicants should note that these criteria serve to: a) identify the significant issues that applicants should address in their applications; and, b) to set standards against which all applications will be evaluated.

If there are ambiguities/unclear explanations, or further need for details, the LIFT evaluation committee will seek clarification from the submitting organisation if the proposal otherwise meets the main criteria.

Evaluation criteria

The evaluation committee will have to answer the following questions to justify their final appraisal:

- *Completeness*: Is the information provided in the proposal complete and sufficient for the appraisal?
- *Relevance*: Is the problem definition and rationale for the project clear and does it address a critical issue relevant to LIFT strategy and the thematic components of the Migration CfP?
- *Context analysis*: Is the project based on a good understanding of the context in the respective project site?
- *Stakeholder analysis*: Is there a stakeholder analysis and a clear definition of target groups? To what extent is participation of (and ownership by) key stakeholders in planning and design evident? Is it clear how the project will work with the government, non-state actors and the private sector?
- *Coherence of the design*: Is there clear outcome logic? Are the project's expected results well defined and aligned with the identified problem/needs?
- *Approach and methods*: Is the project approach and methodology innovative, feasible and appropriate? Are the methodologies based on previous experience and evidence-based knowledge? Is the idea technically feasible and likely to achieve the stated results? Does it embody good development practice and lessons?
- *Sustainability*: Does the project demonstrate a good case for sustainability of the proposed outcomes and impacts beyond the funding period? Has an exit strategy been considered?
- *Cross cutting issues*: are relevant gender, nutrition, migration, and environment issues considered?
- *Risks*: has the proposal sufficiently considered major internal and external risks and indicated risk mitigation measures to be developed?
- *Monitoring and evaluation for accountability and learning*: Is a MEAL framework provided and is it appropriate to the type and scale of the project?
- *Learning and Policy dialogue*: Does the project give scope to contribute to evidence-based knowledge and policy dialogue?
- *Capacity*: Does the proposed implementing organisation and its partners have the necessary technical expertise, experience and capacity to implement the project?
- *Partnership*: Is the partnership built on long term trust relationships? Is the governance and coordination system between stakeholders and partners appropriate? Is the role and involvement of the sub-partners clear and sound? Are the local partners likely to increase institutional, organisational and technical capacities through project implementation?
- *Budget*: Does the budget demonstrate value for money for the project, in particular in relation to the expected results? Is it adequate to deliver the outputs? Is there a sufficient budget dedicated to M&E, learning and capacity building?