



Livelihoods and Food Security Trust Fund



Government of the Netherlands



Livelihoods and Food Security Trust Fund (LIFT) Migration Programme Call for Proposals (CfP)

Ref no: CfP/LIFT/2015/4/Migration
Release date: 17 July 2015
Deadline: 21 August 2015, noon (1200h)
Title: Migration Programme
Duration: Period of grant from on or about October 2015, not to go beyond December 2018

Background

The Livelihoods and Food Security Trust Fund (LIFT) is a multi-donor fund established in Myanmar in 2009 with the overall aim of reducing by half the number of people living in poverty. LIFT has received funding from 13 donors¹ to date. The United Nations Office for Project Services (UNOPS) is the Fund Manager (FM) to administer the funds and provide monitoring and oversight.

LIFT is active in the four main agro-ecological regions of Myanmar: the Ayeyarwady Delta, the coastal areas of Rakhine State, the central Dryzone (including Mandalay, Magwe, and the southern Sagaing Region), and the uplands of Chin, Kachin, and Shan States.

LIFT aims to help poor rural households escape from poverty, but the path out of poverty will differ depending on a household's current livelihood strategies and potential. The two main sources of cash income for the rural poor – and the two main paths out of poverty – are small-scale commercial agriculture and rural off-farm employment. LIFT helps smallholder farmers with commercial potential to 'step up' the value ladder and rural poor households to move into employment in the non-farm sector, and therefore participate in the growing market economy.

While agriculture (defined broadly) currently accounts for 40% of Myanmar's GDP and employs around 60% of the population, experience from Asia and elsewhere suggests that agriculture's share of both will need to fall for Myanmar's economy to grow. This is why LIFT's new strategy includes a focus on supporting people to "step out" of agriculture and into jobs that earn higher wages. The income people earn from

¹ As of February 2015, Australia, Denmark, the European Union, France, Ireland, Italy, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom, and the United States of America had contributed a total of \$206m. From the private sector, the Mitsubishi Corporation is also a donor to LIFT.

migration is an important means of diversifying household income and building resilience.

For most people, “stepping out” will mean finding jobs or starting businesses in the local non-farm sector. These people will maintain close links with their home, travelling daily or returning at weekends. For others, “stepping out” is likely to mean migration to more distant urban centres, main cities or abroad. Myanmar migrants currently send home an estimated \$8 billion every year - \$4 billion alone from Thailand - nine times more than the \$870 million in ODA grant financing to Myanmar in 2013.

While migration is a long standing and important phenomena in Myanmar, there seems to be an emerging consensus that the rates of migration will increase in future, and the impact of migration on household livelihoods will also increase. While migration can be beneficial, there are also potential risks, and efforts are required to ensure that the benefits of migration are better understood and enhanced, and that migrants, their families and mobility-affected communities are included in poverty reduction strategies and actions. The nature of the migration and the context in which it takes place are vital, making it important that policymakers intervene to shape the context and harness migration’s beneficial effects and mitigate its negative consequences.

In June 2014, the LIFT Fund Board agreed to earmark USD 20 million for migration-specific work, and a two-step approach was agreed. The first step is to engage a lead implementing partner for LIFT’s work on migration. The lead implementing partner will implement a programme of work that includes providing technical assistance to LIFT (including the Fund Board, the Fund Manager and implementing partners) and shaping LIFT programmes in support of better migration outcomes. The second step will be to open a “migration funding window” to which potential partners can apply for funds to implement migration-related activities.

The overall aim is improve LIFT’s understanding of how migration impacts development and vice versa, and how migration can be included and mainstreamed in LIFT programmes and wider policy discussions.

Scope of the Call for Proposals

LIFT is currently seeking proposals from qualified organisations² to act as the lead implementing partner for LIFT’s work on migration. **LIFT is looking to sign a single grant agreement with the successful applicant.**

The proposed activities shall not go beyond December 2018 (from on or about 1 October 2015).

Proposed projects must address all of the components listed below.

² 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>

Component 1: *Understanding the nature and dynamics of labour migration and its link with livelihoods in all of LIFT's geographically-specific programmes (Dry Zone, Delta, Uplands, Rakhine)*

Proposals should include the design and implementation of appropriate studies and consultations to understand the links between migration and livelihoods at household, community and regional levels. Specific areas of enquiry could include:

- Understanding how household factors (e.g. assets, education, kinship, networks, individual attributes) and contextual factors (e.g. agro-climatic conditions, markets, policies) shape migration practices and outcomes?
- Understanding the migration process: Who migrates when, why, where to and for how long. What skills do migrants have? What are the jobs migrants work in? Who supports the migration process: family, friends, recruitment agencies, government? What are the strategies to increase regular (as opposed to illegal) migration? What are the challenges and policy implication related to recruitment agencies? What are the challenges faced by migrant households? What are the aspirations once the migrants return?
- Understanding how migration impacts on people's perceptions, attitudes and actions regarding their livelihood strategies, including under what circumstances households with migrants invest (capital and labour) in agriculture, natural resource management and non-farm businesses.
- How to leverage remittances for development: How much do remittances typically include and at which intervals are they sent? What is the increase in remittance transfer related to increased skilled labour? What are the transfer channels of remittances and the cost of transfer? What are the strategies to increase official money transfers? How can money transfer operations be supported to go rural? What is the potential for branchless banking/mobile banking in Myanmar?
- Assessing the intra-family impact of migration, and how benefits from migration are being shared within the households.
- Understanding the impact of migration at the community level especially as it relates to structural inequalities within communities
- What are the key public and private sector stakeholders in Myanmar's labour migration and remittance sector? What are policies and process that need to be improved to increase the leverage of migration and remittances for development?
- Forecasting the likely scenarios of migration in relation to regional and national development prospects

The geographic focus of LIFT's upcoming Uplands Programme has not yet been determined.

Component 2: *Identifying national and sub-national activities to support migration*

With the support of a lead partner, LIFT intends to open a "migration window" to which eligible partners could apply for funding to implement activities in support of migration. The management of the window would be led by the LIFT Fund Manager with the technical support of the lead partner.

Proposals submitted for the current call for proposals should describe how they would support the identification of relevant proposals and suitable implementing partners.

This could include determining what activities LIFT should fund in each zone, and helping to assess proposals.

The migration window could fund activities that support safe migration and increase the development impact of remittances (social and financial)³ as well as activities that reduce migration-induced vulnerabilities and challenges.

Component 3: *Developing an appropriate monitoring, evaluation and learning framework for LIFT's work on migration*

It is essential that LIFT generates robust evidence from across its programmes and projects and uses its learning to improve the quality of interventions and to feed into LIFT's direct work of influencing national policy processes and policy implementation. Proposals should indicate how the lead agency will support the Fund Manager to develop an appropriate monitoring, evaluation and learning framework for LIFT's work on migration.

Component 4: *Supporting LIFT's policy and advocacy work on migration*

The lead agency will indicate how it will support LIFT stakeholders (government counterparts, implementation partners, fund board, etc.) in increasing their understanding on migration and development, and incorporating migration-sensitive approaches into their programming and knowledge management. The lead agency will also indicate how it will support LIFT's advocacy for migration-sensitive approaches on livelihoods, nutrition and poverty reduction efforts.

Funding allocation:

The provisional allocation for LIFT's work on migration is currently set at USD 20 million, including the grant for the lead agency and work subsequently granted to other implementing partners.

Geographical coverage:

Research on migration and development needs to deliver representative results for LIFT's four geographical areas: Dry Zone, Delta, Uplands, and Rakhine. This research needs to include the townships where LIFT activities are concentrated, namely:

- Dry Zone: Myingyan, Natogyi, Thanungtha and Mahlaing in Mandalay Region and Pakokku and Yesagyo in Magway Region
- Delta: Bogale, Laputta, Mawlamyinyun
- Rakhine: Kyaukphyu, Pawktaw, Myebon, Minbya

The geographic focus of LIFT's upcoming Uplands Programme has not yet been determined.

Proposal selection and appraisal procedures

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

³ In terms of leveraging migration for development the key driving force is remittances, both social (new skills/attitudes/value attained abroad) and financial.

1. Short listing:
 - The EC will appraise each proposal using the criteria listed in Annex 2.
 - Applicants whose proposal has been short listed will be asked to present their approach and respond to questions from the EC in an interview.
2. Proposal revision
 - LIFT may determine that one or more of the short listed proposals require further clarification and possible revision. The applicant will have a maximum of two weeks to revise their proposal based on EC questions and comment.
 - The EC will update its appraisal based on the revised proposal.

Successful proposals will be implemented under a grant agreement with UNOPS as the LIFT Fund Manager. Unsuccessful applications will not be returned to the applicant.

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 received by email at the following address: (lift.proposals.mmoh@unops.org) on or before **12.00 (noon) Yangon time (GMT+6:30) on 21 August 2015**. Please do not submit your proposal to any email address other than the secure email address provided above or your proposal will be considered invalid. 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 received in both electronic and hard copy, 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/Grant-advertisement.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.

Schedule of events:

Except for the final date for proposal submission to LIFT, the dates provided below are only indicative. The EC may follow a quicker or a longer timeframe for the appraisal of proposals.

<i>Event</i>	<i>Date</i>
Call for Proposals release date	17 July 2015
Deadline for receipt of written inquiries	7 August 2015
Written responses distributed	12 August 2015
Proposal due date	21 August 2015
Shortlisting	22 August to 3 September 2015
Grant agreement negotiation	September 2015

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 Times New Roman 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 20 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 essential for all applications.

Proposals must consist of the following:

1. 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.

2. Preamble

Include a table of contents, a list of abbreviations, a map, a summary. Note that the preamble is part of the proposal and counted in the proposal page limitation. CVs, work plan are EXCEL files and not counted and maybe put to the annexes.

3. Project background and rationale

Outline how the proposed project links to the LIFT strategy and the components listed in this Call for Proposals, and explain how lessons from previous experiences and studies inform the design of the project. Identify any gaps in the available knowledge. Explain how it aligns with the development plans/priorities of the GoUM (if not, why not), and other development partners working in the same field.

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

- Who was consulted (e.g. 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.

4. 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, **who** will do it, **when** it will be done, and **where** it will be

done. This should include a clear description of what will be done to produce the expected results along with explanation of the technical approach and methodology.

A Work Plan should be presented in graphical form (table, preferably LIFT template) 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. Provide as much detail as necessary. The work plan should show a logical flow of implementation steps, indicating that all the things that must happen have been carefully thought through from the start to the end of the grant project. It should consider seasonality and/or other major constraints. Please include in the work plan all required milestone reports and monitoring reviews.

5. Organisational background of the applying organisation, staffing, governance / coordination and partnerships

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 - registration with government approved authority.
- Expertise mobilised from within and outside the organisation.
- A description of partnerships, how long they have been in place and for what purpose.

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

The proposal should explain how the expertise required for project implementation will be made available (i.e. from within the organisation, through external consultancy, and partnerships) along with a description of implementation roles. It should also explain who the partners are, how they have been identified and what their contribution is to be. A letter from the main partners may be provided stating that they have contributed to the project design and are willing to collaborate with the applicant.

The section should include the governance and coordination arrangements, and how the project will maximise local ownership.

6. Cross-cutting issues

The section should outline the key cross-cutting issues, how they may impact on the project and how they will be addressed (e.g. gender, nutrition, migration, human rights including disability, and the environment).

7. Risks to successful implementation

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 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.

8. Project budget breakdown

The development and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance effectiveness and impact.

The budget template available on the LIFT website must be used.

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.).

Financial and technical proposals should be sufficiently linked to enable LIFT to conduct a reasonable value-for-money 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.

Annex 2: Selection criteria to be used by LIFT

An Evaluation Committee (EC) will review applications. Proposals will be appraised 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 appraised.

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

The technical and financial proposals, which have a maximum value of 80 points and 20 points respectively, will be appraised using the following criteria:

Technical evaluation criteria

1. Past performance (15 points)
2. Technical approach (35 points)
3. Staffing (30 points)
4. Financial proposal and value for money (20 points)

17/07/2015