



## **Terms of Reference**

- 1. For the consultancy contract of:** Supporting Access to Education for Migrant Children and Children from Migrant Families.
- 2. Duty Station of the Consultancy:** Belize
- 3. Nature of the consultancy:** To support the advancement of integration by increasing accessibility to education through small grants for migrant children or children from migrant families in primary and secondary schools.
- 4. Duration:** This Contract will be for 4 Months. The estimated start date and end date May 2024 to August 2024.
- 5. Background and Nature of Consultancy:**

In 2021 the Integrated Responses on Migration from Central America Program (IRM) funded by the United States Agency for International Development (USAID) in partnership with the Statistical Institute of Belize (SIB), supported the development of a migration module as a part of the Labour Force Survey. The results of the survey showed that out of the 3000 households who participated in the survey, 36.6 % reported not completing any formal education, 34.4 reported that they have completed primary school, 13.3 % reported they completed secondary school, and 14.4 % reported they completed tertiary education and 1.3 % provided no information.<sup>1</sup>

Through activity 2.6.4 entitled “Supporting the integration of migrant children/youth into the school system. The IRM Belize program would like to extend integration support to identified migrant communities by increasing access to education for migrant children or children from migrant families.

## **6. Objective**

The Integrated Responses on Migration from Central America Program (IRM) funded by the United States Agency for International Development (USAID) has been implemented as an IOM program since 2020. The program aims to contribute to safe, orderly, and regular migration in Central America towards addressing gaps in fundamental aspects of sustainable reintegration and integration needs of migrants.

The overall objective of this activity is to engage a consultant to facilitate the integration of migrant children and children from migrant families into the education system by providing small grants for primary, secondary, and tertiary education over a period of 6 months.

## **7. Specific Objective**

This activity will be implemented under Outcome 2: Sustainable reintegration and integration are facilitated at the individual, community, and structural level.

- To increase access to education for 250 migrant children or children from migrant families by providing small grants for primary, secondary, and tertiary education over a period of 6 months, in order to facilitate their integration into the education system.

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<sup>1</sup> Source: Statistical Institute of Belize. Labour Force Survey, September 2021. International Organization for Migration. (2019). Glossary on Migration. Geneva, Switzerland: International Organization for Migration (IOM). Retrieved from [www.iom.int](http://www.iom.int).

- To support beneficiaries in the following categories: Households with only one working adult, families with more than one child attending primary and secondary school, Single Parent Households, Families with Children who have a disability, Children who are already in school, Children in Upper-Division primary school classes.
- To identify a consultant that will work with IOM Partners such as Migrant Hub, and Ministry of Education through District Education officers, and Principals and Teachers in school in migrant communities.
- The Consultant will work with IOM partners such as Migrant Hubs that provide services to migrant beneficiaries, Ministry of Education focal points in identified communities.

**8. Organizational Department / Unit to which the Consultant is contributing:** The Integrated Responses on Migration from Central America project.

**9. Category B Consultants:** Tangible and measurable outputs of the work assignment

**10. Deliverables under this contract:**

- **Deliverable 1:** Provide a document outlining the workplan, description of deliverables, timetables, mechanisms, or methodologies proposed outline of report and costs.
- **Deliverable 2:** Provide a report document that includes, but is not limited to, these main activities:
  - A research methodology outlining the collection of preliminary data that will identify Migrant communities and students in these communities for the target population.
  - Provide a document outlining the Scholarship criterion for the Education Grant, based on the findings and recommendations from deliverable 1. The document should include eligibility criteria, selection process, monitoring and evaluation mechanisms, and budget allocation for the grant.
- **Deliverable 3:** Provide a report document that includes, but is not limited to, these main activities:
  - Provide a list of potential beneficiaries, in consultation with the Implementing Partners, that can access the Education Grant based on the Scholarship criterion. The list should include the names, ages, genders, nationalities, locations, and educational levels of the beneficiaries, as well as their immigration status and challenges. The list should also indicate the estimated amount of grant per beneficiary and the duration of the grant fulfilling IOM data protection principles.
  - Support IOM Belize to establish a committee to complete the selection process.
  - Establish a mechanism to inform and award the scholarships to selected participants.
  - Identify beneficiaries to support the development of Program Success Stories videos by the IOM communication team.
- **Deliverable 4:** Final report of activities, inclusive of expenditure and development of a follow-up mechanism that will measure the success of the students who participated in the grant funding program.

All the above-mentioned activities need to be coordinated carefully with close coordination with IOM representatives to ensure the efficient and effective execution of the assigned tasks.

## **9. Performance indicators for the evaluation of results**

### **Evaluation of results**

- A work plan and identified deliverables (25%)
- Results and analysis of research, Criteria for Students, and Review and Selection Mechanism (25%)
- List of registered beneficiaries & Monitoring and Evaluation mechanism (25 %)
- Final Report (25%)

### **Indicators**

- All products require the technical approval of IOM's Subregional program coordinator and Information Unit
- Satisfactory completion of tasks indicated under the deliverables.
- Quality of the report analysis.
- Timely delivery of outlines and/or drafts as indicated in point 5 and the final draft.
- Compliance with IOM House style guidelines.
- Delivery of any other tasks indicated above.

## **10. Education, Experience and/or skills required**

It is expected that Companies as well as individuals can pool expertise under one Proposal and undertake this assignment.

The company/consultant (s) should:

- It is required to have the ability to help in both spoken and written Spanish language.
- Demonstrate prior experience in working with vulnerable groups and developing projects targeting primary and secondary students.
- Have a good understanding of the context of Migration in Belize.
- Have at least five (5) years of experience in working in education and with educational institutions, strategic planning, public advocacy.

Have excellent proven written and spoken English and Spanish, strong oral and written communication skills, and other languages spoken in Belize.

- Experience in working with Spanish-speaking beneficiaries would be an asset.

## **11. Travel required**

The individual or company selected will be responsible to cover all transportation costs within the country of Belize relevant to the accomplishments of the deliverables of the program.

## 12. Competencies

- Strong analytical, writing and communication skills, with a focus on research papers and descriptive reports for diverse audiences.
- Experience in entrepreneurship, vocational training, and development initiatives for vulnerable populations.
- Experience in the development of information products such as infographics, and PowerPoint presentations.
- Research experience in the fields of population studies, migration, refugees/IDPs, development, or related.
- In-depth knowledge of the broad range of migration-related subject areas.
- Attention to detail.

### Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency** maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected, and fairly treated.

### Core Competencies – behavioural indicators.

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge** continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** takes ownership of achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

## 11. Deadline for proposal and Submission Details

Interested consultants should submit a detailed technical and financial proposal with the following:

- A letter of interest stating why you are eligible for the assignment.
- Portfolio, reel, or other sample of previous work in communication campaigns.

- A Technical and Financial proposal which should include a description of the proposed methodology to be used, and a schedule of planned activities.
- Detailed budget including professional fee (in USD). Provide unit costs for communication materials to be developed after the implementation of the activity.

Send Technical and Financial proposals to [iombelize@iom.int](mailto:iombelize@iom.int) no later than 5:00pm April 22<sup>nd</sup> 2024.