



TERMS OF REFERENCE FOR CONSULTANCY: SITUATION ASSESSMENT ABOUT THE NEEDS OF REFUGEES, MIGRANTS AND ASYLUM SEEKERS APRIL 2021

CARE International is looking to contract an external consultancy (individual consultant or an organisation or a consultancy company) to make an assessment of the general situation of migrants and refugees in Bosnia and Herzegovina including the estimate of the overall number, the demographics, legal status and needs of the target population.

The Assessment will provide all necessary data to inform potential CARE actions - planning and implementation of activities in the field particularly taking into consideration CARE priorities that include gender in emergencies and unaccompanied minors.

About CARE in the Balkans

CARE's mission in the region of Balkans is to contribute to post-war recovery, socio-economic development and building societies of equality in Bosnia & Herzegovina, Serbia, Montenegro, Kosovo, Albania and North Macedonia.

CARE's work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion. The goal of the Social and Economic Inclusion Program is to strengthen capacity and create opportunities for the marginalised, socially excluded and poor to integrate into society and access rights. CARE's Gender Equality Program aims to empower women vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice and to work on prevention of peer violence and building of tolerance among young men in the Western Balkans. CARE's engagement and contribution lies in strengthening sustainability of key regional, national and/ or local civil society organizations and networks promoting equality and diversity, in the context of social inclusion and non-violence.

Until now, CARE implemented small scale projects to assist refugees, migrants and asylum seekers and worked with grass-root organizations in Una-Sana, Tuzla and Sarajevo Canton. The project mainly focuses on distribution of winterization and non-food items, vouchers for basic necessities and medical and psycho-social support for the most vulnerable categories. CARE pays particular attention to the needs of unaccompanied minors and gender component in the context of emergencies.

Purpose and objectives of the Assessment

To obtain relevant information necessary for planning interventions to assist refugee and migrant population in Bosnia and Herzegovina. The Situation Assessment is expected to combine desk review of existing documents from various resources (official, civil society data, UN agencies, media reporting etc.) with

qualitative and quantitative field research, which is expected to be undertaken through interviews, group discussions with target population and local stakeholders while respecting existing epidemiological measures.

The Assessment will take into consideration the situation and provide information related to the status and needs of the target population that include needs in the following (sub)-sectors:

- Food security
- WASH – Water, Sanitation and Hygiene
- Health
- Protection and shelter – accommodation as well as needs for items such as sleeping bags, blankets
- Asylum seekers and integration
- Gender component.

Its findings will be utilised for future program planning, information sharing with authorities in Bosnia and Herzegovina, advocacy and fundraising.

CARE will engage a proficient external expert/company to prepare the Situation Assessment, to work under the supervision of CARE Regional Humanitarian Coordinator with inputs and feedback by the Gender Program Advisor.

Scope of work

The consultancy falls under the project “Addressing Needs of Refugees, Migrants and Asylum Seekers in Bosnia and Herzegovina” implemented by CARE International Balkans, Office in Sarajevo, Bosnia and Herzegovina.

The contracted company and/or individual is expected to undertake the following:

- Design methodology and survey tools, based on the objectives of the Situation Assessment;
- Conduct a desk review - review all relevant available reports, studies and surveys on the subject of the project and consultancy and synthesize the information for the Situation Assessment;
- Undertake field research in line with existing epidemiological measures in place, employing qualitative and quantitative data collection methods necessary for obtaining relevant and required information, i.e. interviews with individuals, focus group discussions etc;
- Provide baseline data based on the research;
- Analyze reports and measures taken by various levels of government, provide analysis of their efficiency, effectiveness and satisfaction of end-users/reipients;
- Analyze actions and measures taken by civil society and international organizations, provide analysis of their efficiency, effectiveness and satisfaction of end-users/reipients;
- Provide recommendations for various stakeholders and CARE to maximise learning and impact of the exercise with the particular focus on gender component, and
- Prepare and submit a well-structured draft Situation Assessment for CARE’s feedback, which will be finalized following the review and input of CARE staff. Gender-component will be integrated at all times.
- He/she could also provide overview of available assistance / aid that is already in place including the aid of volunteer organisations are providing and identify the most urgent gaps.

Methodology of the Baseline Study

The methodology for this baseline assessment will include both direct and indirect data collection, analysis and cross referencing and formulating recommendations. Data collection will be done through desk research and site visits in coordination with CARE.

Documents which will be made available by CARE for the for Desk Research Phase

- Previous project reports
- Background document for the project
- Contacts with the partner organizations
- Available CARE templates on needs assessments research

Consultancy deliverables

- Detailed methodology and plan for implementation of the research. Presentation of data collection tools.
- Presentation on the main findings.
- Situation Assessment Report written in English (up to 20 pages, plus Annexes). The Report should consist of executive summary (2 pages), main Study findings (approx. 16 pages) and recommendations for project planning and implementation (2 pages).
- Hand over to CARE the entire original quantitative and qualitative data documentation collected for the purposes of the consultancy, upon the final report acceptance and prior to the payment.

Timeframe

This assignment is expected to be undertaken up to 20 working days with more than 60% presence in the field and it is expected to be realised during May 2021. The individual and/or company undertaking Situation Assessment will be fully responsible to administer the study, including management of field data collection. The final product shall be delivered to the CARE Project Manager by 15 July 2021.

Timeframe for the contract: 1 May – 20 July 2021.

Management and organization

The Consultant/Company will report to CARE Humanitarian Coordinator.

Skills and qualification of the experts

CARE invites individual experts, teams of experts, NGOs and agencies familiar with the context and subject of the project in question, to respond to this call and present in details their expertise, experience, division of work and responsibility levels/responsible person (in case of teams or agencies). The following qualifications are required:

- Social science or similar relevant field expert with adequate experience in monitoring and evaluation.
- Rich experience and qualifications in conducting baseline assessments and evaluation/impact studies.
- Excellent understanding and knowledge of social protection sector in Bosnia and Herzegovina, in particular regarding the social protection service provision by third parties.
- Extensive experience in working with civil society organisations and excellent knowledge of civil society sector in BIH.

- Excellent knowledge of English and local languages, both oral and written. Capable to write high quality, clear, concise reports in English.

Application

**The applications should be submitted in English. Deadline for applications: 19 April 2021.
There is no standard format for the submission of the consultancy proposal.**

The consultant's proposal should consist of the following:

1. Key Consultant's CV with detailed information concerning experience in the field of consultation, research and evaluation as well as the list of references on the conducted consultations. Consultant's CV should be attached as an Appendix.
2. The Consultancy Proposal, which should be clear and concise with goals and objectives for the task as well as described proposed working methodology and plan.
3. Consultant's Budget. Global price budget that includes all expenses should be proposed.
4. Consultant's availability and commitment to schedule statement.
5. Contact and identification details (for individuals/organization/company)

Interested candidates (organisations, consultancy companies or freelance consultants) are invited to apply and should submit their applications before the given deadline, , to the following address:

CARE International in the Balkans, Hasana Kaimije 11, 71 000 Sarajevo, or via e-mail: shalkic@care.ba

Subject: Consultancy Application for the Situation Assessment for the project Addressing Needs of Refugees, Migrants and Asylum Seekers in Bosnia and Herzegovina

CARE retains the right not to select any of the candidates for the consultancy upon this call, should all applications fail to meet the necessary requirements.

For any additional information on the application process and consultancy, please contact Azra Junuzović, e-mail: ajunuzovic@care.ba