



Livelihoods and Food Security Trust Fund



Livelihoods and Food Security Trust Fund (LIFT)

Leveraging Labour Migration for Development

Call for Proposals (CfP)

Ref no:	CfP/LIFT/2016/7/Migration
Release date:	19 February 2016
Deadline:	21 March 2016 12:00hrs (noon)
Title:	Leveraging Labour Migration for Development
Duration:	Planned start date July 2016, not to go beyond March 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



Objective of the Call for Proposals

LIFT is searching for qualified organisations¹ to implement labour migration related interventions which leverage labour migration and remittances for development in LIFT's four geographical programmes and priority townships (Dry Zone, Delta, Uplands, Rakhine). Project proposals need to include the townships where LIFT activities are concentrated, namely:

- **Dry Zone:** Myingyan, Natogyi, Taungtha and Mahlaing in Mandalay Region and Pakokku and Yesagyo in Magway Region
- **Delta:** Bogale, Laputta, Mawlamyinegyun
- **Rakhine:** Kyaukphyu, Pawktaw, Myebon, Minbya, Rathedaung
- **Uplands²:** Tonzang, Tiddim, Falam, Htantlang, Hakha in Chin State; Waingmaw, Myitkyina, Momauk, Bhamo, Mansi in Kachin State; Lashio, Manton, Namhsan, Namphan, Namtu, Taunggyi District in Shan State; South-East (Mon State, Kayin State, Tanintharyi Division)

The proposed activities should start no later than 01 July 2016 and end before 31 March 2019. Myanmar CSOs and private sector organisations are strongly encouraged to apply.

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

Component 1: Increased awareness among migrants and their households on the opportunities and risks of labour migration and remittances

While labour migration has increasingly become a widespread livelihood choice for people in Myanmar, it also carries a variety of risks and pitfalls, especially when migration decisions are made out of inaccurate and limited information. Well-informed migration decisions and actions, made with comprehensive and accurate information and in the context of a person's strategic livelihood planning, enables both migrants and migrant-sending households to ultimately increase the benefit of migration outcomes and increase its far-reaching possibilities. At the same time, due attention to negative consequences of migration to migrants and their families need to be considered.

Applicants for this component shall propose pre-departure information programmes that provide basic information to aspirant migrants and their families at pre-decision and pre-departure stages. Applicants need to tailor their proposed activities to the needs of both male and female migrants. Innovative approaches using mass media and social media are

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>

² The geographic focus of LIFT's upcoming Uplands Programme is currently determined and minor changes in geographic areas may apply. Please visit the www.lift-fund.org after March 14th 2016 for an update on the final townships for this call.



encouraged. Proposals need to present a convincing exit strategy which demonstrates how services will be continue to be provided past the project period.

Component 2: *Provide financial literacy training to migrants and their households with focus on improved household financial management (expenditure, saving, remittances transfer options and investment).*

Migration requires initial investment which at times has to be covered by loans. Formal financial services are rarely available in Myanmar's rural areas, and if aspirant migrants need to borrow funds they generally take credit from money lenders at high rates of interest. A great part of migrant remittances is used to repay loans. Available formal and informal remittances options each carry varying degrees of benefits, risks, conveniences and costs. For the recipient households, microfinance products such as savings, investment, and insurance packages are rarely offered. Ultimately, the investment opportunities in rural areas are sparse. Lack of investment skills, ideas, entrepreneurship, infrastructure, and access to markets all contribute to a lack of motivation for rural communities to save and invest.

Applicants for this component need to propose sustainable models for financial literacy trainings for both male and female migrants and their households that focus on their specific needs for improved household financial management, including expenditure, saving, remittances transfer options, and investment.

Component 3: *Support for skills training for migrants*

The outreach and quality of formal education and vocational training in rural areas of Myanmar is very low. The majority of migrants from Myanmar's rural areas are low skilled and, as migrants, only qualify for low paid jobs. Low earnings make it difficult for migrants to save after covering consumption and accommodation needs at the destination.

Applicants for this component need to propose sustainable business models for skills training for migrants. The viability and sustainability of the business models are key criteria for the evaluation. Proposals shall provide a strong rationale for demand-based training courses and present a solid exit strategy. Applicants need to tailor their proposed activities to the needs of both male and female migrants.

LIFT also invites innovative proposals that support return migrants to utilise the skills they gained during migration. Low-skilled migrant workers often gain skills at their destination which can be of high potential for use at the place of origin. Often such skills should be certified by the National Skills Standard Authority, for which processes yet have to be developed. Such 'brain gain' requires an evaluation of skills which migrants can attain at their destination and which of these skills are relevant for their place of origin.



Component 4: *Pilot test sustainable job-matching platforms in Myanmar*

The labour market in Myanmar faces a coordination challenge in terms of the need and availability of labour. Job matching poses a considerable challenge for rural labourers on one side and the private or public sector on the other side. Job seekers may lack information about job opportunities and lack information about necessary skills. They may invest in developing skills which are not in demand and companies may lack the workers with relevant skills to increase productivity.

Applicants for this component shall present pilot sustainable business models which inform job seekers, both male and female, on employment conditions and requirements, and match them with available employment opportunities.

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 future 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.

Note that there is no obligation to submit a proposal in partnership with another organisation; however, LIFT encourages applicants to identify synergies in the services they provide and form partnerships where appropriate.

Funding allocation

The provisional allocation for LIFT's work to leverage labour migration for rural development is currently set at up to USD 10 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 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 March 2016**. 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.

Event	Date
Call for Proposals release date	19 February 2016
Deadline for receipt of written inquiries	7 March 2016
Written responses distributed	14 March 2016
Proposal due date	21 March 2016, 1200 hours / noon (GMT +6.30h)
Grant agreement negotiation and contracting	April – May 2016

Proposals selection and appraisal procedures

An Evaluation Committee (EC) 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 EC will proceed to the selection of the proposals through two stages:

1. Short listing:
 - The EC 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 EC may follow a quicker or a longer timeframe for the appraisal of the proposals.

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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 (township(s), number of villages, and population estimate), 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 Plan³.

Projects need to establish an appropriate project baseline.

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

³ 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.



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?