



THE INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) ANNOUNCES THE OPENING OF THE PROCESS:

Call for the execution of one (1) consultancy:

IMPLEMENTATION OF THE INTERNATIONAL ORGANIZATION FOR MIGRATION'S (IOM) ENTERPRISE DEVELOPMENT FUND (EDF) IN ECUADOR: SCOPE AND DESIGN OF IMPACT EVALUATION AND BASELINE

The design and execution of this consultancy must adhere to the terms of reference accompanying this call.

Before applying, and upon submitting your application, please take into account:

- Deadline for application: Sunday, February 11, 2024
- Location of execution: Quito – Ecuador.
- This call is open to individual consultants, a team of consultants, or a legal entity, national or international.
- Send the documentation in PDF format to: procurement_ec@iom.int
- The subject of the email should be: EVALUATION EDF
- Only applications that meet the required profile will be considered.
- Only selected applicants will be contacted for an interview.
- Applications received after the specified date or those that do not specify the name of the call will not be considered.
- Attached files should not exceed a weight of 3MB.

SUBMISSION OF PROPOSALS

individual consultants, a team of consultants, or a legal entity, national or international interested in applying must submit:

- a) A document of a maximum of two pages outlining their profile or that of their entity and their team, as detailed in these documents, attaching the updated resumes of the proposed team members.
- b) The technical proposal should be a concise document of no more than 7 pages (excluding annexes) and can be in either Spanish or English. It should include the following components:

- Work methodology (for each product and other relevant aspects).
- At least three (3) references from organizations where similar consultancies have been previously conducted.
- At least two (2) examples of final reports from similar consultancies.
- Work plan and schedule.

c) Economic Offer

A budget must be submitted that includes taxes and a detailed breakdown of all necessary expenses for the proper execution of the consultancy. Specifying:

- Fees (per hour and total),
- Mobilization expenses, accommodation, meals, and/or per diem,
- Materials, and other expenses.
- Explanations of assumptions for each calculation, including the time dedication of each professional to the evaluation, will be appreciated.

d) [Pledge on Ethical Conduct in Evaluation](#) signed by each member of the consultancy team.



**IMPLEMENTATION OF THE INTERNATIONAL ORGANIZATION FOR MIGRATION'S (IOM)
ENTERPRISE DEVELOPMENT FUND (EDF) IN ECUADOR: SCOPE AND DESIGN OF IMPACT
EVALUATION AND BASELINE**

Terms of Reference

Commissioned by: Office of the International Organization for Migration (IOM) in Ecuador.

Managed by: Coordinator of Monitoring and Evaluation (M&E) at IOM Ecuador

1. Evaluation context

1. The International Organization for Migration (IOM) in Ecuador is the primary intergovernmental organization in the field of migration. The IOM is committed to the principle of safe, orderly, and regular migration that benefits both migrants and society. This includes supporting states in strengthening their capacities for migration governance with a human rights approach, promoting international cooperation on migration keys, addressing practical solutions to migration challenges, and providing humanitarian assistance to migrants in need.

2. The political, human rights, and socio-economic situation in the Bolivarian Republic of Venezuela (hereafter Venezuela) has led to the migration of over 7 million Venezuelan individuals to neighboring countries, including Ecuador. Latin America and the Caribbean have not experienced such a large-scale movement of both refugees and migrants in modern history.

3. The R4V platform estimates that 6% (474.9K people) of the Venezuelan population is in Ecuador, making it the fourth country after Colombia, Peru, and Brazil, concentrating 70% of the Venezuelan population. Given the socio-economic conditions, high risks, protection needs, and challenges to integration, especially for vulnerable groups like children, adolescents, youth, and women, addressing their needs is a crucial development challenge.

4. In response, the Ecuadorian government issued the first "Comprehensive Plan for the Attention and Protection of the Venezuelan Migration Flow" in September 2018. One of its strategic lines is local integration, the role of the host community, and actions for preventing discrimination and xenophobia.

5. Within this framework, the International Organization for Migration's Enterprise Development Fund (EDF) aims to support livelihoods at the community level by revitalizing the private sector and economic development, focusing on small and medium enterprises (SMEs). The EDF provides financial

capital to SMEs in primary, secondary, and tertiary economic sectors with high labor demand. Simultaneously, by targeting key sectors and businesses with the potential to create employment, the EDF aims to promote rapid and large-scale job creation.

6. Initiated as a pilot project in Iraq in 2018, the EDF has evolved and expanded to adapt to different socio-economic contexts within Iraq and five other countries. In Iraq alone, the EDF has supported over 1,300 SMEs, generating more than 5,700 jobs. OIM is also conducting randomized controlled trials (RCTs) to compare the socio-economic impact of the EDF and test underlying theories of change. For technical details, OIM has developed a guide on impact evaluations of experimental and quasi-experimental programs.

7. In 2024, the program has commenced in Ecuador, aiming to provide grants to small and medium enterprises. The overall objective is to strengthen and energize the productive system of beneficiary SMEs and promote the employment inclusion of individuals in human mobility and vulnerable situations.

8. Key action areas include financing strategic economic sectors with labor-intensive operations and growth potential, adapting to various contexts, addressing the needs of groups facing challenges in accessing capital (such as women, youth, and farmers), promoting financial inclusion, and incorporating private sector financing components.

9. To adapt to market dynamics and address sector-specific nuances, the EDF has undergone expansion, including EDF Culture (EDF-c), EDF Agriculture (EDF-a), EDF Women (EDF-w), EDF Innovation (EDF-i), and EDF Tameer (EDF-t).

10. Specifically, the first call for the EDF in Ecuador will focus on supporting fourteen (14) SMEs in the city of Quito – the capital of the country. Selection criteria include operational business for at least the last 4 years, compliance with various obligations (taxes, social security, labor, environmental, and health), and operating in specified sectors.

11. The selection process comprises five stages: expression of interest, verification process, complete application, investment committee visits, negotiation stage, and funds delivery. The expected outcome is the selection of companies demonstrating the capacity for sustainable growth and job creation.

2. Evaluation purpose and objective

Following the IOM evaluation policy (Instruction 266/18) and its guidelines for Monitoring and Evaluation, and effectively measure the impact of the Enterprise Development Fund (EDF) in Ecuador, the following is required:

- Methodological proposal, scope, and design to conduct an evaluation that allows measuring the socio-economic impact of the EDF.
- A solid baseline, grounded in evidence, for the key project indicators that enables subsequent comparisons.

Specific objectives:

- In collaboration with the IOM team, define the most relevant evaluation questions for the program evaluation.
- Develop the design, scope, and methodology of the impact evaluation most appropriate to the characteristics of the intervention and evaluability analysis, as well as the corresponding sampling strategy.
- Detail the plan for the implementation of the impact evaluation, considering the scheduled start and end periods of the project. The implementation of the impact evaluation should take into account contingency measures in case of possible project time extensions.
- Identify the baseline for the key project indicators as input for the impact evaluation.

3. Evaluation methodology

a) Proposal for design, scope, and methodology for the impact evaluation

The consultancy is expected to propose and justify the use of rigorous experimental or quasi-experimental impact evaluation methodologies. Instrumental variables, Propensity Score Matching (PSM), difference-in-differences (DID), and their derivatives are encouraged while considering the specific characteristics of the study universe for defining treatment and control groups.

The proposed methodology should demonstrate robust identification strategies that ensure the validity and reliability of findings. Key parameters for the methodological proposal include:

Data Collection:

- Comprehensive data collection encompassing the perspectives of diverse stakeholders.
- Disaggregation of primary data by gender, other relevant demographics, and cross-cutting themes (as defined by IOM and UN RBA guidelines).

Sampling Strategy:

- Well-defined sampling strategies (probabilistic or non-probabilistic) to enhance validity and minimize bias.

Internal and External Validity:

- Explicit mechanisms to address internal and external validity of findings.
- Clear presentation of the relationships between evidence, findings, conclusions, and recommendations.

Secondary Data and Documentation:

- Utilization of secondary information and relevant documentary sources available for evaluation.

Cross-cutting Themes:

- Integration of at least the following cross-cutting themes: IOM and UN RBA guidelines, gender, and disability.

b) Project Baseline

The identification of the project baseline is expected with the following basic parameters:

- Design of standardized tools for the collection of quantitative and qualitative data for the baseline survey.
- Collect and analyze available secondary data related to the project's objectives.
- Carry out the collection of primary project data to measure key indicators.

- Analyze and interpret data to develop a comprehensive baseline report.
- Develop monitoring tools to adequately measure results and objectives.

4. Evaluation deliverables

The following are the expected products and deliverables from the evaluation process. All of them should be edited at an appropriate level for publication. Below is the requested language for the development of each product.

- a. Detailed work plan, including a schedule in the format of Annex 1. This deliverable encompasses the definition of the most relevant evaluation questions for the program evaluation in collaboration with the IOM team.
- b. Proposal for the most appropriate design, scope, and methodology based on the intervention's characteristics and evaluability analysis, along with the corresponding sampling strategy. Specify the plan for implementing the impact evaluation, considering the scheduled start and end periods of the project. Additionally, it should account for contingency measures in case of potential project time extensions.
- c. Identify the baseline of key project indicators and document their collection as input for the impact evaluation.

5. Specifications of roles

A Reference Group for Evaluation (RGE) will be established to facilitate the appropriation and utilization of results. The group will consist of the Coordinator of Socioeconomic Inclusion and Labor Migration, the Evaluation Monitoring Coordinator (E&M), and the Regional E&M Officer.

The RGE will review the methodological proposal and provide written feedback through the evaluation manager. They will offer necessary information and guidance for the methodological design proposal and the identification of key data sources.

As the evaluation manager, the E&M Coordinator will:

- Compile project information required for the evaluation and make it available to the evaluator in coordination with other project team members.
- Coordinate the distribution of evaluation products among RGE members, collect comments, and transfer them to the evaluator within agreed-upon timelines.
- Introduce the evaluator to individuals from whom interviews or survey responses are expected, both within the IOM and other project stakeholders.
- Convene the RGE for meetings on the presentation of preliminary findings and results, following an agreed-upon schedule.
- Formalize the approval/disapproval of evaluation products based on these terms of reference, quality standards, and input from the RGE.

6. Evaluation requirements

The work may be carried out by an individual consultant, a team of consultants, or a legal entity, national or international, who together must meet the ideal profile:

Role	Required Profile
Impact Evaluation Senior	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in economics, social sciences, or political science, with a focus on research. • Master's degree and/or PhD in a related discipline. <p>Experience:</p> <ul style="list-style-type: none"> • At least 10 years of general professional experience and/or 5 consultancy projects in impact evaluation and/or baseline identification. • Experience in similar tasks, such as impact evaluability analysis, impact evaluation design and scope, and baseline identification. <p>Skills:</p> <ul style="list-style-type: none"> • Demonstrated ability to write documents (include a CV with a history of publications on exercises similar to the purpose of this consultancy). • Ability to analyze, systematize, and present information in a clear and orderly manner (include examples of previous work in your CV that demonstrate these skills). <p>Preferences:</p> <ul style="list-style-type: none"> • Knowledge of socioeconomic inclusion and SMEs in Latin America and the Caribbean (through work experience in institutions related to the subject and/or specific publications). • Work experience and/or studies on knowledge management in international development cooperation. • Verifiable operational capacity to collect information in Ecuador.
Evaluator Assistant	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in economics, social sciences, or political science, with a focus on research. • Master's degree in a related discipline is preferred. <p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years of experience in project evaluation, baseline identification, and/or impact assessment consulting. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge of information collection and systematization methodologies. • Demonstrated experience in writing and/or editing reports, publications, and other traditional and non-traditional communication formats. <p>Preferences:</p>

	<ul style="list-style-type: none"> • Knowledge and experience in Ecuador is preferred.
Socioeconomic Integration Specialist	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in a business-related field, such as business administration, economics, finance, or marketing. • Master's degree in a related discipline is preferred. <p>Experience:</p> <ul style="list-style-type: none"> • At least 3 years of experience providing business consulting and training services, such as business plan development, business model development, operational management, finance, or administration. • At least 3 years of experience in studies related to the characterization of labor inclusion opportunities, entrepreneurship development, sectoral studies, and the design of territorial labor inclusion strategies. • At least 3 years of experience in supporting multi-sectoral projects to generate employment and opportunities for migrant populations. • Knowledge of the Ecuadorian labor system and its forms and mechanisms of employment or labor insertion. • Experience working with international organizations.

7. Submission of application

The technical proposal should be a concise document of **no more than 7 pages (excluding annexes)** and can be in either Spanish or English. It should include the following components:

a. Technical Offer

- Work methodology (for each product and other relevant aspects).
- At least three (3) references from organizations where similar consultancies have been previously conducted.
- At least two (2) examples of final reports from similar consultancies.
- Work plan and schedule.

b. Economic Offer

A budget must be submitted that includes taxes and a detailed breakdown of all necessary expenses for the proper execution of the consultancy. Specifying:

- Fees (per hour and total),
- Mobilization expenses, accommodation, meals, and/or per diem,
- Materials, and other expenses.
- Explanations of assumptions for each calculation, including the time dedication of each professional to the evaluation, will be appreciated.

Evaluation Criteria for Proposals:

IOM considers both technical and economic aspects in the evaluation of proposals. The assigned evaluation team will first evaluate the technical proposal, and if it meets the technical requirements satisfactorily, it will proceed to evaluate the economic proposal.

The evaluation matrix will combine the technical and economic scores according to the following weighting: TECHNICAL 70 / ECONOMIC 30. The proposals submitted must include and will be evaluated concerning the following criteria:

a. Technical proposal (70 points)

N°	Criteria	Score
1	Skills	15
2	Education and training	10
3	Previous experience in similar work	20
4	Technical aspects	10
5	Consulting team	10
6	Other (writing skills, language proficiency, availability)	5
	Maximum score	70

b. Economic (30 points)

Only proposals that have exceeded the minimum score in the technical proposal evaluation (45 points) will be considered for economic evaluation.

The maximum score that can be awarded to the economic proposal is 30 points. This score will be awarded to the proposal with the lowest value. The remaining proposals will receive scores in inverse proportion to the lowest price received. The score for proposal X = $30 * (\text{price of the proposal with the lowest price} / \text{price of proposal X})$.

8. Time schedule

The maximum period for the consultancy is 10 calendar weeks, counted from the date of the contract signing. The evaluation team may propose a shorter duration, provided that the products are generated in the expected content and quality conditions.

Products	Delivery Deadlines	Payment percentage
Detailed work plan, including timeline, according to the format of Annex 1. This product includes the definition of the most relevant evaluation questions for the program evaluation, in collaboration with the IOM team.	15 days from signing	20%
Proposal of the most appropriate design, scope, and methodology, based on the characteristics of the intervention and evaluability analysis, as well as the corresponding sampling strategy. The plan for the implementation of the impact evaluation should be detailed, taking into account the scheduled start and end dates of the project. Contingency measures should also be considered in the event of possible extensions to the project timeline.	30 days from signing	40%
Identification of the baseline of the key indicators of the project and its collection as an input for the impact evaluation.	50 days from signing	40%
Total		100 %

9. Evaluation budget

The estimated budget for the provision of services is USD 25,000 (plus VAT), which includes professional fees, mobility/travel expenses, per diems, materials, and other expenses that may arise during the consultancy.

10. Annexes

Annex 1. Inception Report Template



Formato%20para%20Informe%20de%20

Anexo 2. Final Report Template



Formato%20Informe%20Final%20de%20