

## CALL FOR CONSULTANCY

(Deadline for submission of proposal and requirements: **25 July 2019**)

*Open to organizations/consulting firms  
(as independent contractor)*

<i>Project Title</i>	<b>Political Mapping and Analysis on the Ratification of the 1961 Convention on the Reduction of Statelessness and Other Related Draft Bills on Statelessness and Refugees</b>
<i>Duty Station</i>	Manila, Philippines
<i>Duration</i>	August to November 2019
<i>Application Requirements</i>	<ol style="list-style-type: none"><li>1. Expression of Interest</li><li>2. Organizational Profile</li><li>3. Registration Documents</li><li>4. Relevant sample work/s</li><li>5. Project Proposal</li></ol>

### BACKGROUND & RATIONALE

The Philippines, in its commitment to address statelessness, is undertaking initiatives to pursue accession and ratification of the 1961 Convention on the Reduction of Statelessness (henceforth referred to as the *1961 Convention*). The Government is also pursuing steps to enhance and expand the policy, legal, and operational framework for refugees and stateless persons through the filing of the Facilitated Naturalization, Gender-Responsive Amendments to Naturalization Laws (specifically, to remove discriminatory provisions and ensure safeguards to prevent statelessness), Internally Displaced Persons (which includes children in conflict/displacement settings who are at risk of statelessness) and the Comprehensive Refugees and Stateless Persons Protection bills in the 18<sup>th</sup> Congress.

These are supported by national frameworks and gives effect to international human rights instruments. Accession and ratification are also a step forward towards realizing Sustainable Development Goal 16.9, and implementing the Philippine Development Plan 2017-2022, and the National Action Plan to End Statelessness by 2024 (NAP).

Accession and ratification involve interrelated processes. Accession requires concurrence at the Executive level and is a prerequisite for ratification at the legislature. For the 1961 Convention to be ratified and entered into force, approval must be acquired from at least two-thirds of all the members of the Senate (Section 21, 1987 Constitution).

While initiatives towards accession are underway, a political mapping and analysis shall serve as a parallel activity to gear up on the ratification of the 1961 Convention. The exercise is intended to provide information on the political landscape. It shall be a useful to (1) strategically identify, target, and prioritize key actors and (2) scrutinize/assess their interest, influence, potential engagement, knowledge, importance, concerns, and viability of related bills in view of the election of new legislators and potential reassignment of Senate and committee leadership for the upcoming 18<sup>th</sup> Congress. It is also a strategy to mitigate and address prospective opposition to ratification.

### OBJECTIVES

The political mapping and analysis aims to assess the political landscape in pursuing the ratification of the 1961 Convention and the draft Facilitated Naturalization, Internally Displaced Persons, Gender-Responsive Amendments to Naturalization Laws, and the Comprehensive Refugees and Stateless Persons Protection bills. More specifically, it aims to:

1. Gauge, analyze, and assess the position/stand, level of interest, level of influence, knowledge, importance (potential impact of legislators' and stakeholders' support), and possible engagement with legislators and other actors to ratify the 1961 Convention and related draft bills;

2. Determine the viability of related proposed bills in the 18<sup>th</sup> Congress (e.g. Facilitated Naturalization, Internally Displaced Persons, Gender-Responsive Amendments to Naturalization Laws, and the Comprehensive Refugees and Stateless Persons Protection bills);
3. Map potential networks/alliances with other stakeholders;
4. Provide recommendations on advocacy strategies to ensure a favorable environment for ratification;
5. Develop and present advocacy materials and key messages for validation by the Government.

### **TERMS OF REFERENCE**

Composed of a qualified team of personnel, an organization/consulting firm, as an Independent Contractor (*hereafter referred to as Contractor*), shall be hired to conduct the political mapping and analysis from 12 August 2019 to 30 November 2019. The Contractor shall also mobilize and document advocacy meetings, forum, and other activities when necessary in relation to the Project. Periodic meetings and/or consultations between the Contractor and UNHCR and with the Technical Working Groups (TWGs) of the NAP shall also be programmed and conducted within the duration of the consultancy to monitor the level of progress and to provide necessary support, among others.

### **SCOPE OF WORK**

The Contractor is expected to:

1. Develop an inception report outlining methodology to be used, including data and information to be garnered, schedule of activities, and proposed advocacy materials (*please see Section V for more information*);
2. Conduct a mapping exercise gauging the position/stand, level of interest and influence, knowledge, importance (potential impact), and networks/alliances of legislators; potential engagement with other stakeholders; and viability of related proposed bills (Facilitated Naturalization, Internally Displaced Persons, Gender-Responsive Amendments to Naturalization Laws and the Comprehensive Refugees and Stateless Persons Protection bills) in the 18<sup>th</sup> Congress.
3. Analyze and synthesize data/information collected;
4. Recommend advocacy strategies to ensure a favorable environment for ratification;
5. Draft advocacy materials and key messages for validation by the Government partners;
6. Develop, revise, and finalize the Mapping and Analysis Report documenting the process and results of the exercise;
7. Conduct and document consultations/meetings/fora/other activities, as may be necessary;
8. Present findings and advocacy materials, and provide strategic guidance to the TWGs of the NAP and other identified stakeholders.

### **METHODOLOGY**

The Project will involve desk reviews and conduct of key informant interviews, and shall draw from different (primary and secondary) resources. Where information is not available or inadequate, the Contractor is expected to cull out information through interviews/surveys/meetings/workshops as and when required. The Contractor may also conduct other activities as may be necessary to fulfill the objectives of this Project.

### **DELIVERABLES AND TIMEFRAME**

The following are expected to be submitted on a mutually agreed upon schedule:

<i>Deliverables</i>	<i>Timeframe</i>
1. Signed Contract, Code of Conduct, Terms of Reference	2 <sup>nd</sup> Week of August
2. Inception Report*  *The inception report shall contain the following: 1. Composition of the Project Team and specific responsibilities of each personnel;	4 <sup>th</sup> Week of August

<i>Deliverables</i>	<i>Timeframe</i>
2. Refinements in the project scope, if necessary 3. Implementation Plan/Approach detailing the methodology/ies/strategies to be used, outputs, specific timeline, and financial requirements; 4. Sample matrices/templates, interview guides/questionnaires; and 5. Proposed Outline for the Mapping and Analysis Report.	
3. 1 <sup>st</sup> Draft of the Mapping and Analysis Report	
4. 2 <sup>nd</sup> Draft of the Mapping and Analysis Report and Draft Advocacy Materials and Key Messages	3 <sup>rd</sup> Week of September
5. 3 <sup>rd</sup> Draft of the Mapping and Analysis Report and Revised Draft Advocacy Materials and Key Messages	3 <sup>rd</sup> Week of October
6. Final Mapping and Analysis Report and Final Draft of the Advocacy Materials and Key Messages	4 <sup>th</sup> Week of November

### **QUALIFICATIONS**

The selected organization/consulting firm, otherwise known as the Contractor, must meet the following minimum qualifications:

1. Knowledgeable on the refugee and statelessness framework (international and national)
2. Technical and practical expertise on the ratification process in the Philippines, and the political party system;
3. At least six (6) years of professional experience on legislative advocacy and strategy development;
4. Has extensive experience in political mapping, stakeholder analysis, and/or other related initiatives;
5. Has established connections with and is able to liaise and work with legislators, government agencies, and other stakeholders relevant to the Project;
6. Excellent research and analytical skills;
7. Excellent written and oral command of the English language;
8. Adhere to the UNHCR Code of Conduct and Preventing Sexual Exploitation and Abuse Policies.

The Contractor shall be responsible for the selection and assignment of professional and technically competent personnel in order to effectively work and perform the responsibilities under this Project.

Prior to selection and hiring, prospective organizations/consulting firms shall include a list of personnel with their respective qualifications in the Project Proposal. This should also include the perceived tasks that each personnel will be performing to accomplish the indicated scope of work. Once chosen, a preliminary and induction meeting between UNHCR and the Contractor shall be conducted to discuss and agree upon the provisions of Contract and develop a monitoring plan to track the progress of the Project.

### **SCHEDULE OF PAYMENTS**

Payments shall only be made upon the timely and complete submission of the following:

<i>Schedule of Payment</i>	<i>Deliverable</i>	<i>% of Total Amount</i>
First Tranche	1. Inception Report 2. First Draft of the Mapping and Analysis Report	25% of the consultancy fee
Second Tranche	1. Second Draft of the Mapping and Analysis Report 2. Draft Advocacy Materials and Key Messages	30% of the consultancy fee
Third Tranche	1. Third Draft of the Mapping and Analysis Report 2. Revised Draft Advocacy Materials and Key Messages	30% of the consultancy fee

<i>Schedule of Payment</i>	<i>Deliverable</i>	<i>% of Total Amount</i>
Fourth Tranche	1. Final Mapping and Analysis Report 2. Final Draft of the Advocacy Materials and Key Messages	15% of the consultancy fee

#### **APPLICATION REQUIREMENTS**

Interested organizations/consulting firms are to submit the following through email to [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org) by **25 July 2019**:

1. Expression of Interest
2. Organizational Profile containing relevant experience and list of ongoing programmes and donors
3. Registration Documents
4. Relevant sample work/s
5. Project Proposal detailing the plan to accomplish the Project and submit the aforementioned deliverables, including:
  - a. Proposed personnel and projected personnel costs
  - b. Methodology (on how the data will be collected, analyzed, and recorded)
  - c. Work plan with specific timeline
  - d. Anticipated issues and initial risk management strategies
  - e. Financial requirements