**Terms of Reference – Invitation to Bid**

**Research Consultant(s)**

**TITLE: Durable Solutions for Syrian Refugees in Iraq, Jordan, Lebanon**

**DUTY STATION: Home based with potential missions to the field and Amman-Jordan**

**REPORTING TO: Syria Crisis ICLA Research Adviser**

1. **CONTEXT AND BACKGROUND**

After more than eight years of conflict in Syria and displacement of Syrians both inside and outside Syria there is an urgent need for a greater focus on durable solutions for Syrian refugees. As of mid-2019 there are 926,717 registered Syrian refugees in Lebanon, 660,330 registered Syrian refugees in Jordan and 228,851 registered Syrian refugees in Iraq in addition to more than 3 million Syrian refugees in Turkey.

It is anticipated that an increasing number of Syrian refugees will choose to voluntarily return to Syria during the next 12 to 24 month­­­s. For those choosing to return it is important they can access and know how to obtain/replace relevant documentation, including both civil status and Housing, Land and Property (HLP) documentation, that can help them ensure their basic rights and give access to support upon return. For those choosing to remain for longer periods in host countries and/or accessing other durable solutions options, it is similarly important for them to have access to documentation and updated information about laws, procedures and requirements affecting their legal status both in host countries and in Syria in order to be able to make the best informed decision on their available options.

Legal and field research is required within refugee host countries, namely Iraq, Jordan and Lebanon, to develop a better understanding of documentation levels and requirements for Syrian refugees and in order to develop a body of knowledge of needs and related documents and processes pertaining to HLP and civil status documentation at the regional level. This in turn will further inform operational planning and preparedness for voluntary return to Syria, and to the extent applicable other durable solutions.

1. **PURPOSE OF CONSULTANCY AND KEY ISSUES**

NRC is seeking to identify a number of Research Consultants who will carry out regional and country specific researches and draft thematic policy briefs and reports. These policy briefs and reports will be developed based on the thematic priorities identified by NRC and UNHCR and will focus on issues related to civil documentation and HLP for Syrian refugees in Jordan, Lebanon and Iraq. This includes for instance: specific HLP situations faced by returnees including proof of ownership, procedures for declaring missing and dead persons, inheritance proceedings, implications for the use of documents obtained in an unauthorised manner, and issues of guardianship for returnee children, as well as residency requirements and access to livelihood opportunities in the country of exile. An analysis of the specific challenges faced by Palestinian refugees will be included when relevant as well as a comparative analysis of Syrian IDPs. NRC will be developing several research and policy briefs.

Each research/policy brief should cover the following points:

* Intro to frame the issue
* Legal analysis of relevant legal framework, including Syrian law and country of exile law. Analysis of jurisprudence where applicable.
* Analysis of practice on the ground.
* Analysis of prevalence of issues for Syrian refugees in Jordan, Lebanon and Iraq including specific challenges faced by certain vulnerable groups through case studies
* Conclusion and Key Recommendations

Each research/policy brief will require an estimate of 15-20 days and will be desk-based. However, depending on the topic, travel to the region may be required for some of the researches.

1. **DELIVERABLES**

The key deliverable under the consultancy is the drafting of a number of research papers/policy briefs by August 2020 to inform the drafting of a regional report by December 2020.

NRC is seeking to contract a number of consultants for such tasks.

1. **METHODOLOGY**

The consultant will prepare a methodology for each research paper/policy brief which should cover the issues outlined in this TORs as well as the proposed means of identifying relevant information and data.

NRC, through its country field teams and regional presence in the MERO office, will make available legal information and data to assist the consultant as well as provide contact information for other relevant organisations. The consultant will also liaise with UNHCR, both at regional and country office level, who will provide existing information and data that could be relevant for the desk review.

1. **CONSULTANT SKILLS/QUALIFICATIONS**

NRC seeks expressions of interest from consultants with the following skills/qualifications and expertise:

* Experience in the field of law, forced displacement and humanitarian assistance
* Strong knowledge of international law frameworks for durable solutions, refugees, displaced persons and international human rights law, particularly in relation to civil documentation and HLP rights
* Strong knowledge of the Syria crisis
* Excellent research and drafting skills including legal research and analysis
* Basic knowledge of quantitative and qualitative research methodologies including ability to incorporate field data into legal research and findings
* Ability to work well with various stakeholders at different levels including country teams, regional office, monitoring and evaluation staff and external stakeholders including UNHCR and other organizations and forums
* Proven capacity to coordinate and collate different inputs into research documents
* Fluency in written and spoken English
* Excellent teamwork and communication skills, flexibility and good organizational skills
* Excellent writing and communication skills
* Proven ability to operate under strict deadlines and high level of discipline and professionalism

1. **STRUCTURE OF TECHNICAL PROPOSAL**

Proposals must include complete and accurate information. The proposal must include, but is not limited to, the following items:

1. Profile/CV highlighting the consultant’s qualifications and relevant experience.
2. A letter of interest describing how the consultant will address each item outlined in the objectives of the assignment
3. At least 2 reports or work products from other research projects undertaken by the consultant within the past 5 years, with particular emphasis on projects of similar scope and effort.
4. Price quote for the daily rate\*
5. The required currency for all pricing information is USD.
6. All bids are to be submitted in English language only.
7. All consultants, ltd or sole-trade, **must be registered in accordance with the legal requirements at their base**. The consultant must be able to submit documentation that proves that they are meeting all legal and tax obligation for the consultancy.
8. **Bids shall include a signed copy of the Suppliers Ethical Standards Declaration”** (**see next page**). The bid itself with the annex shall be submitted as attachments to a letter of interest by e-mail to [mero.bids@nrc.no](mailto:mero.bids@nrc.no)
9. Questions about this invitation to bid can be put forward by email to [mero.logistics@nrc.no](mailto:mero.logistics@nrc.no) and that a Q&A feedback will be shared with all bidders with anonymization. **Closing date for questions:** 2 days before deadline.
10. **Deadline for bids:** All complete bids are to be received by NRC at [mero.bids@nrc.no](mailto:mero.bids@nrc.no) by **March 22nd, 2020, at 17:00 Jordan local time (GMT+2)**
11. **Notification of selection:** All bidders will be contacted with formal notification of final selection or information about any delay in the process.
12. **As per Jordanian Income Tax Law, NRC in Jordan will withhold tax which is 10% for international consultants and 5% for national consultants, from the consultant’s fees and pay it directly to the Jordanian tax department. Proof of payment will be provided to the consultant upon request.**

\*Daily rate: the cost for this consultancy will be calculated on the number of days each research will require. Bidders are asked to fill their daily rate as it will be considered as price offer when multiplied by the number of days assigned to each bidder, number of days expected for this consultancy is 135 days; NRC has the right to split this consultancy on two or more bidders/ researchers if needed.

1. **EVALUATION CRITERIA**

NRC is not bound to select any of the companies who submitted bids and does not bind i­­tself to select the lowest price offer.

NRC will award the consultancy contract after evaluation based on the following themes and prioritizations:

* Project methodology and suitability for NRC (40%).
* Value for money (30%).
* Proven ability and relevant experience with similar consultancies (30%).

**Ethical Standards Declaration for all Supply, Service and Works Contractors**

NRC as a humanitarian organisation expects the contractors to have high ethical standards. “all contractors supplying or planning to supply goods, works or services must sign this declaration”.

This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the contractor fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Any contractors doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business

AND

1. Meet the ethical standards as listed below.

OR

Positively agree to the standards and be willing to implement changes in their organisation.

1. **Anti-corruption and contractor’s compliance with laws and regulations:**
   1. The contractor confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
   2. Where any potential conflict of interest exists between the contractor or any of the contractor’s staff members with any NRC staff member, the contractor shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
   3. The contractor will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
   4. The contractor shall be registered with the relevant government authority with regard to taxation.
   5. The contractor shall pay taxes according to all applicable national laws and regulations.
   6. The contractor warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
2. **Conditions related to the employees:**
   1. No workers in our company will be forced, bonded or involuntary prison workers.
   2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
   3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
   4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
   5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
   6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
   9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
   10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
   11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
   12. Workers shall be provided with at least one day off for every 7-day period.
   13. All workers are entitled to a contract of employment that shall be written in a language they understand.
   14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
   15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
   16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
   17. No Deductions from wages shall be made as a disciplinary measure.
3. **Environmental conditions:**
   1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
   2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
   3. National and international environmental legislation and regulations shall be respected.
   4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organisation.

*DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF CONTRACTOR/COMPANY: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF REPRESENTATIVE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SIGNATURE:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_