

Request for Proposals: Policy advocacy planning consultancy

SEPTEMBER 2019

Summary

The Freedom Fund seeks a consultancy team to assist the Ethiopia hotspot staff and partners in developing and implementing a policy advocacy plan during the period August 2019 – 31 December 2020. The team will assist in collaboratively developing the plan, whilst at the same time explaining and mentoring on the use of key tools that are used as part of the advocacy planning process. Similarly, the team will advise on implementation of the plan, mentoring and training to build capacity on advocacy techniques and activities.

The Freedom Fund anticipates that this consultancy will require approximately 40 days of work, divided into training and mentoring blocks as necessary. Mentoring can occur both in-country and virtually as may be needed. Preference will be given to a consultancy team that includes a member with strong national knowledge of policy development in Ethiopia.

Background

The Freedom Fund is a leader in the global movement to end trafficking, bonded and child labour. The Fund identifies and invests in frontline efforts to eradicate these forms of exploitation in the countries and sectors where they are most prevalent. With visionary investors, governments, anti-slavery organisations and those at risk of exploitation, the Fund tackles the systems that allow trafficking, forced labour and domestic servitude to thrive: www.freedomfund.org

The Ethiopia hotspot started in 2015, aimed at reducing risk of human trafficking and domestic servitude of Ethiopian migrant domestic workers in the Middle East. Due to the difficulty of working in the Middle East, Freedom Fund has focused on working in Ethiopia: to enable informed choices about migration through community awareness, to improve skills and options for women through provision of livelihood opportunities, and to assist returnee migrants and survivors – who have often suffered severe exploitation – to recover and reintegrate into society. Whilst some work has been done to influence law, policy and process regulating overseas migration and protection of Ethiopia citizens abroad, Freedom Fund are seeking to increase focus on this element of the hotspot.

The Task: Collaboratively developing and advising on implementation of policy advocacy strategic plan

This RFP seeks to appoint a qualified consultancy team, with relevant policy advocacy and strategic engagement experience, to assist the Ethiopia hotspot to develop and implement an advocacy plan. Whilst the Ethiopia hotspot has, since its inception, engaged with government and key stakeholders to influence key policies and processes, these have not been a primary focus of the hotspot to date. Given the conducive political environment in Ethiopia, there is an opportunity for the hotspot to focus more intentionally on advocacy to achieve systemic change in policy and process.

The hotspot is likely to want to focus on one or two key priority issues that will have an impact on reducing risk of human trafficking/domestic servitude of Ethiopian migrant domestic workers in the Middle East. Some preliminary work has been conducted to identify possible issues that will have such an impact.

The consultant will be responsible for the following tasks:

Create policy advocacy plan

1. Undertake policy advocacy planning with hotspot team and partners, to identify two key objectives for policy advocacy during the time period that is likely to have the greatest impact on improving protections for overseas migrant domestic workers.
2. Throughout policy advocacy planning, explain tools used to develop plan, to improve understanding and knowledge of hotspot team and partners on how to undertake policy advocacy planning.
3. Finalise advocacy plan, with key steps clearly explained and persons responsible identified.

Assist in implementation of policy advocacy plan

4. Assist hotspot team and partners in achieving key activities in policy advocacy plan, ensuring voices from those affected (survivors and returnee migrants) are heard. Activities may include some of the following areas:
 - Collation of data/evidence
 - Coalition/network building
 - Analysis of data, identification of recommendations and design of most impactful form of messaging (e.g. in-person meeting with briefs, media etc)
 - Creating opportunities to convey messages to those with decision-making power.
5. Ensure appropriate tools, such as policy briefs and recommendations, are available to be used during key events.
6. Train and mentor Freedom Fund staff, partners and survivors involved to be effective during key advocacy activities and events.

Monitoring, learning and next steps

7. Track impact of advocacy activities.
8. Hold learnings and way forward session, to discuss learnings from advocacy to date, and next steps.

Program Deliverables and Timeline

The main deliverables will be:

Deliverables	Proposed timeline
Finalised internal workplan to implement deliverables	October 2019
Advocacy plan workshops	October 2019
Finalised advocacy plan	November 2019
Assist in, and track impact of, implementation of advocacy plan	December 2019 – December 2020
Draft and finalise, after input, related advocacy documents	December 2019 - December 2020

Preferred competencies

The successful team will need to show evidence and examples from past work of the following competencies:

- Demonstrable expertise in policy advocacy planning and implementation.
- Substantial expertise in mentoring/training in policy advocacy planning and implementation.
- Strong knowledge of policy-making processes at national level in Ethiopia and ability to gain participation by key stakeholders.
- Good knowledge of external labour migration and links to human trafficking, forced labour and domestic servitude.
- Knowledge of the Middle East (where many migrant workers move to).
- Workshop facilitation and program planning skills – including ability to generate inspiration and energy within the group.
- Sensitive, responsive and ethical work with survivors and local organisations.
- Ability to build common ground between individuals with different perspectives and experiences – focusing on problem solving.
- Capacity to write clear and succinct reports, with actionable recommendations.
- English and Amharic language skills

Proposal format

Interested parties should submit a proposal of no more than 5 pages plus CV(s) and budget in annexes.

Proposals should contain:

1. Profile of the lead staff/principals in the organisation who will work directly on this project, outlining prior relevant experience. CVs of key personnel should be included in the annex.
2. Proposed high level workplan including the role and time commitment of key individual(s) for the research.
3. Confirmation of deliverables.
4. Proposed detailed budget for the entire project period in USD including all taxes. Budget should include all travel costs required. Competitive budgets will be reviewed favourably.

Proposal submission:

The proposal must be written in English and submitted electronically in Microsoft Office or PDF format to helliott@freedomfund.org and smount@freedomfund.org

Proposals will be considered as soon as they are received, and **final date for submission is Friday, 20 September 2019.**