
ZME Iraq Tracer study 2026-2027

**Project number/
cost centre:
G-012342-160**

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1. List of abbreviations

GIZ	German Agency for International Cooperation
BMZ	German Federal Ministry for Economic Cooperation and Development
ZME	Centres for Migration and Development
GMAC	German Migration Advisory Center
MHPSS	Mental Health Psychosocial Support
EU	European Union
ToR	Terms of reference

2. Context:

The Global Centers for Migration and Development (ZME) have the objective of building the capacity of partner structures to be able to provide target-group- and gender-specific advisory services, strengthening partner structures for management of safe, orderly, and regular migration to Germany, the EU and within the region, and supporting the socio-economic reintegration of returning migrants and disadvantaged persons of the local population. The program is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

There are several indicators within the ZME program for which the collection of standardized data through surveys should be conducted systematically throughout ZME. Such surveys are foreseen to create a robust basis for evidencing the results achieved by ZME, including the compilation of specific monitoring indicators.

GIZ seeks external support for conducting data collections contributing to the standardised evaluation of persons interested in migration advised and referred to supporting organisations, returnees and disadvantaged people supported with (re)integration support measures and the standardised evaluation of capacity building measures. Other surveys evaluate the project on a more structural level looking at capacity-development. Outsourced surveying reduces potential bias encountered in scenarios where GIZ case workers would be directly surveying conducted measures.

The *purpose of the assignment* is to administer surveys, conduct data collections, provide technical assistance, analyses, and narrative reports to the GIZ advisor responsible for the monitoring and evaluation (M&E) of ZME Iraq at the (Iraqi-)German Centers for Jobs, Migration and Reintegration (GMAC) in Baghdad and Erbil within a prespecified period. Due to the large volume of parallel monitoring processes requiring attention, additional support is sought for assisting with the operationalization and implementation of surveys as well as delivery of collected data in a predetermined format. Such a service will become of crucial importance to results-based monitoring for the ZME run by the GMAC Center.

3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Implementation of two sets of data collections.
- Provide the raw data collected, analyzing the data, and preparing a report.

The contractor may deliver other tasks assigned to him/her by the Monitoring and Evaluation focal point of ZME Iraq during the contract duration.

Sample size:

2 rounds of the data collection, for a total of 850 participants for migration and reintegration topics

1st round of data collection April 2026 (300 participants)

2nd round of data collection February 2027 (550 participants)

Data collection layout

Certain data collections, as laid out in the table below, are to be achieved during the contract term:

Data category and variables // Fields of observation	Data collection method, target group & source of information	Milestones & intervals for data collection // Data analysis & reporting
1- Tracer Study on: – quality of advisory services – quality of training referrals – Whether comprehensive counselling was provided on regular migration to the region, Germany, and the EU (including duration, topicality, and relevance) 2- Tracer Study on: Improvement of opportunities for socio-economic participation (incl. specific examples)	Advised persons (contacted via contact details from case management tool). Evaluation of representative sample. The advisory services are considered helpful or very helpful if differentiated questions regarding advice provided on topic areas of regular and safe migration are given an average rating of 2 or less on a scale of 1 (very helpful) to 6 (not at all helpful). Opportunities are considered to have improved if differentiated questions on socio-economic reintegration topics (e.g., in the areas of employment, entrepreneurship, and mental health and psychological support (MHPSS)) are given an average rating of 2 or less on a scale of 1 (significantly improved) to 6 (no improvement at all).	Once per year: 04/2026 02/2027

Period of assignment: from 1st April 2026 until 30th April 2027.

Detailed description of tasks:

- After initial onboarding to ZME, the support of the contractor is sought to assist GIZ in carrying out an already designed and standardized (by HQ) survey related to the above-mentioned indicators. The objective will be to approach interviewees who have received support from ZME, as specified in the table.
- The contractor will implement a standardized questionnaire from the ZME HQ. A focus should be comparing the participants' situations before and after receiving support from ZME measures. The participants of the trainings/the clients will be contacted with a set of questions matching the types of support they have received. Interviews are to take place by telephone (65%) and in person (35%). The survey will be conducted with Kobo Toolbox.
- The contractor will be supplied with a datasheet by GIZ counterparts containing the minimum amount of personal data necessary for contacting beneficiaries. This includes name of partner

institution, name of clients, contact number, place of residency and the details of the provided measure.

- The GIZ (M&E Focal Points) will provide an onboarding on the questionnaire and Kobo Toolbox.
- GIZ/ZME will determine with the contractor which areas and clients must be covered in person and which can be contacted by phone

Activities:

To carry out the data collection, the contractor is expected to complete the following activities:

1) Building data collection tools:

- Pilot the questionnaire with at least 20 individual interviews.
- Preparation of a list of validation checks for the questionnaire data.

2) Designing the data collection process

- Put in place a system of computer assisted telephone interviews (CATI) to manage the phone contacts, including recalls and replacement for non-response, as well as to apply the validation checks.
- Prepare a system to record the non-response cases and their reasons.
- Train the enumerators in the use of the questionnaires and the application of Kobo Toolbox.

3) Collecting data:

- During interviews, if attribution to ZME remains unclear, please try using additional follow-up questions to verify whether the case can be reported because of ZME support.
- Data collection will be done using the Kobo Toolbox for online and offline data collection.

4) Processing data:

- Validate the individual data.
- Prepare tabulations on aggregated data.
- Deliver a final data set including:
Tables in Excel format, including labels for titles, rows, and columns in English, with data provided as absolute values and percentages:
 - a. Service type(s) received
 - b. Other relevant data from the survey (to be discussed)

5) Analysing data:

- Prepare statistical charts presenting the most relevant results, with titles and labels in English.
- Prepare a narrative report based on the analysis of aggregate tables, in English.

Timeline of conducting the activities:

Data collection on individual support in the field of reintegration/ migration provided through ZME Iraq	Activity	First Round	Second round
	Building data collection tools and designing the data collection process	1 st April. 2026	1 st Feb. 2027
	Conducting survey	15 th April. 2026	15 th Feb. 2027
	Data processing	1 st May. 2026	1 st Mar. 2027
	Submitting narrative report	31 st May. 2026	31 st Mar. 2027

Pre-conditions for cooperation:

- The database of survey results should be submitted to GIZ, which retains full ownership of the data and instruments used for the assignment.
- The contractor shall *exclusively* make use of the ZME standard questionnaire and datasheet formats provided by GIZ for implementing the survey and for delivery of data, which should be in Excel file format unless stipulated otherwise in writing.
- All data shall be transferred using an encrypted file transfer service of GIZ: <https://filetransfer.giz.de/Start?0>
- As an implementer under contract with GIZ processing personal data, the contractor is obligated to comply with all provisions of the General Data Protection Regulations (GDPR) of the European Union: <http://gdpr-info.eu>
- All data received for conducting the survey shall be destroyed upon conclusion of the assignment with GIZ. Data shall not be repurposed for other activities other than what is explicitly requested within this contractual agreement.
- Surveys with clients shall not be conducted without confirming their informed consent at the outset of an interview. No variations to this statement are acceptable.
- All datasets and documentation received from GIZ counterparts for the purposes of this assignment are to be used exclusively for the delivery of outputs and aims described in the terms of reference at hand. The contractor will under no circumstance transfer or utilize any knowledge gained through the assignment for other purposes.
- The contractor shall deliver written narrative reports with results for each round of survey. The reports should include unique observations or findings with a degree of comparison relative to output of the interventions they measure.

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their individual submitted CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Coordinator / Team leader (2.1)

Tasks of the team leader (Coordinator/team leader)

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

General qualifications

- 1) Education (2.1.1):
University education of at least a bachelor's degree in economics, sociology, mathematics, statistics, or related fields
- 2) Language (2.1.2):
Fluency in English, Arabic and Kurdish
- 3) General professional experience (2.1.3):

- 10 years' experience in management, leadership, experience in advanced skills in M&E data collection processes, survey development and implementation.
 - Experience in conducting and leading mobile data collection platforms (e.g. Kobo Toolbox) and other statistical analysis software.
- 4) Leadership/management experience (2.1.5)
Five (5) years' experience based on at least one project administering and survey team management
- 5) Regional Experience (2.1.6):
7 years' experience in survey development and implementation, as well as data collection and analysis in Iraq

Expert 1: Statistician for data processing and tabulations (2.2.1)

1. Education (2.2.1):
Bachelor's degree in sociology, mathematics, statistics, or related fields to data collection and analysis
2. Language (2.2.2):
Fluency in English, Arabic and Kurdish
3. General professional experience (2.2.3):
 - 7 years of professional experience in applied statistics, including quantitative survey design, data collection methodologies, and statistical analysis in migration, sociology, or local development contexts.
 - At least 5 years of experience in data management, statistical analysis, visualization, and reporting using large datasets.
 - Proven experience with digital data-collection tools (e.g. Kobo Toolbox) and support to monitoring and evaluation systems for international donor organizations or government institutions.
 - Demonstrated experience in migration-related data analysis (returnees, displacement, labor migration). And previous experience with GIZ is an asset.
4. Leadership/management experience (2.3.5): not relevant
5. Regional experience (2.3.6):
5 years of professional experience in survey development, data collection and analysis in Iraq

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative

- Communication skills
- Strong socio-cultural skills competence, particularly regarding the contact to PME beneficiaries
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with 5 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member separately (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Contacting clients to conduct interviews
- Collect data in pre-defined survey based on the interviews using Kobo Toolbox

Qualifications of the short-term expert pool

1. Education (2.6.1):
University education of least a bachelor's degree in economics, sociology, mathematics, statistics, or related fields.
2. Language (2.6.2):
Good skills in English; Native in Arabic for data collection in FI, and Native Kurdish for data collection in KRI.
3. General professional experience (2.6.3):
3 years' experience in survey implementation and data collection
4. Specific professional experience (2.6.4): Not relevant
5. Regional experience (2.6.5):

3 years' experience in survey implementation and data collection in Iraq

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications indorsed in the individual CVs of each survey team member.

6. Costing requirements

Assignment of personnel and travel expenses

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

Google maps is used for distance calculations, and The reimbursement rate for travel is set at 0.30 EUR per kilometer.

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a list of [list of standards](#). GIZ recommends using the standards specified there.

The requirements are illustrated in the table hereunder:

Fee days Number	Number of experts	Number of days per expert	Comments
Coordinator/team leader	1	42	<i>1 day for onboarding on the questionnaire and the data collection tool, 2 days for training, one day for pilot data collection and 38 days for managing the survey process, and reporting.</i>
Statistician	1	30	<i>1 day for onboarding on the questionnaire and the data collection tool, 2 days for training, one day for pilot data collection and 26 days for data processing, data analysing and reporting.</i>
Enumerators	5	36	<i>1 day for onboarding on the questionnaire and the data collection tool, 2 days for training, 1 day for pilot data collection and 32 days for data collection</i>
Travel expenses	Unit	Quantity	Comments
Travel cost	Lump sum	1	Foreach data collection round, up to 35% of interviews will be conducted in person. These in-person interviews will focus on reintegration and will be carried out with the participants listed for the following locations. • Baghdad (City center, Rusafa, Karrada, Al-Karkh, Mansour, Adhamiya, Baghdad Al-jadeeda, Rashida). • Basrah: (City center, Abul-Khaseeb, Al-Zubair, Shat-Al arab, Alqubla, Almishraq, and Ashaar) • Erbil: (City center, Dashty hawler) • Sulaymaniyah: (City center) • Duhok: (City center, Sumel)
Other costs	Number of experts	Number of days per expert	Comments
Flexible remuneration	1		A budget of IQD 6,000,000.00 is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item

			requires prior written approval from GIZ

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long, significantly related to require filed of experience. The CVs to be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Outsourced processing of personal data

All survey forms, questionnaires or questions provided by ZME will be provided in an anonymous and aggregated manner. In the course of data collection, the contractor guarantees that all data are collected and processed in an anonymous and aggregated manner. This means that any information relating to an identified or identifiable natural person ("data subject") must be excluded.

Regarding any other processing of personal data that may be associated with the performance of the contract, the contractor would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Where the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) could be helpful. GIZ is available to support the contractor whenever need arises.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an

identified or identifiable natural person ('data subject') must be excluded. Specifically, data relating to e.g., gender, age, health, religion, or ethnicity must be provided in an aggregated manner.