

Terms of Reference for Feasibility Study

Terre des Hommes Germany is seeking a Consultancy to conduct a feasibility study for the project proposal *"Strengthening the Protection and Legal Status of Myanmar Children on the Move"* to be co-financed by Terre des Hommes Germany and the German Federal Ministry for Economic Cooperation and Development (BMZ).

1. ABOUT TERRE DES HOMMES GERMANY

Terre des Hommes Germany is an international children's rights organization that promotes equitable development without racial, religious, political, cultural or gender-based discrimination since 1967. It supports projects being implemented by local partner organizations in countries in Latin America, Africa, Asia and Europe. It is an independent non-governmental organization that promotes civic engagement and the participation of children and youths in all aspects of its work. It sees its mission in strengthening children and realizing children's rights for all children; this thrust is guided by the belief that every child has the right to live and to develop in the best possible way. TDH Germany believes that sustainable development is possible for all people if the interests of children and future generations are respected and realized. In Southeast Asia, it supports child rights organization with programs in seven countries, namely: Cambodia, Indonesia, Laos, Myanmar, Philippines, Thailand and Vietnam.

2. ABOUT THE PROJECT

Following the 2021 military coup in Myanmar, the Myanmar population experienced massive displacement resulting from the military offensives between the military junta and their allied groups and the various ethnic armed organizations that are fighting against them. By end of 2025, Myanmar is home to ca. 3.6 million internally displaced individuals (this is expected to increase to 4 million in 2026). The UN's 2026 Humanitarian Needs and Response Plan (on 10 December 2025), projects over 16.2 million people (nearly one in every three), including five million children, will require humanitarian assistance. Meanwhile, Thailand faces a massive influx of children in the context of migration (CCM) fleeing conflict and falling into a "legal vacuum," placing them at high risk of trafficking and exploitation. Those who managed to enter Thailand are subject to risks arising from a lack of clear legal policy enabling integration or preparation for reintegration back to Myanmar once the civil war ends. Those who are forced to stay along the border suffer from lack of access to basic support, especially health and education for children.

This project promotes the protection of children in context of migration (CCM) by establishing cross-border protection mechanisms and reaches approximately 13,000 children from Myanmar, including approx. 5,000 children living in new communities within Myanmar (IDP camps, dormitories, schools and religious settings) and 8,000 children inside Thailand, including children without legal status from border districts in schools, temples and community settings and those in state-recognized temporary shelters. Further to these direct groups, the project also target intermediaries including (1) community and religious leader and volunteers, (2) multi-disciplinary team, including teachers, doctors, nurses, social workers and lawyers, (3) district registration, provincial governor and officers from the Ministries of Interior, Education and Justice, as well as National Human Rights Commissioners and indirect beneficiaries including (1) students with G-code identification, (2) children of migrant workers, (3) internally displaced children, (4) children traveling alone, (5) children in temporary shelters and (6) community members.

The overall goal of the project is to contribute to ensuring that Myanmar children in the context of migration fully access their rights without discrimination and regardless of nationality or legal status. The project objective is to strengthen the recognition of Myanmar children displaced by armed conflict

as rights holders in Thailand and improve their access to rights, protection, and safe migration and reintegration options without discrimination. Specifically, the project aims to:

1. Displaced Myanmar children affected by armed conflict have increased protection and access to safer migration pathways within Myanmar and into Thailand.
2. Children and youth from Myanmar are better equipped and more resilient to integrate into life in Thailand or return safely to their home communities.
3. Children and youth from Myanmar affected by armed conflict, CSOs and community groups, collectively participate to build support for the strengthening of policies, enforcement guidelines, and programmes that recognize the rights and protection of displaced children.
4. Thai laws, policies, and practices are strengthened to better protect children in the context of migration.

To achieve these aims, key activities include: a) building mechanisms of safer migration pathways within Myanmar and into Thailand; b) providing inclusive programmes and services that strengthen CCM resilience for integration in Thailand and/or re-integration in Myanmar; c) strengthening participation of support communities and networks for CCM; and, d) advocating for policy reform and law enforcement for CCM. Activities focus on establishing integrated information services for safe movement, providing mobile civil registration to secure legal documentation, and implementing flexible, culturally responsive education curricula. The project will also advocate for MoUs at the local and border levels, the adoption of a formal Thai National Action Plan, and alignment with the ASEAN Regional Action Plan (RPA) that was formulated as the guideline for ASEAN state members to implement the ASEAN Declaration on the Rights of Children in the Context of Migration ensure children are protected as global citizens regardless of their status.

The project is planned to be implemented from **01 October 2027 to 31 December 2030** and will be implemented by:

1. Legal Status Network Foundation (LSNF), operating since 2012 and registered in 2017, is a coalition of 48 NGOs, civil society organization and academic institutions addressing child rights, human right and statelessness, and tackling legal status. Together with LSNF are two of its members: a) the Mirror Foundation (MF), founded in 1991 in Thailand. It empowers communities through creative communication, volunteerism, and capacity-building. It promotes cultural diversity, environmental preservation, and rights protection of ethnic minorities, stateless people, migrants, and refugees using media, research, and technology. b) The Hill Area and Community Development Foundation (HADP), registered under the Ministry of Labor and Finance, supports highland communities' self-reliance and cultural heritage conservation. It focuses on statelessness, resilience, and youth development, emphasizing nature conservation.
2. Equality Myanmar (EQMM) formerly Human Rights Education Institute of Burma, founded in 2000, is currently unregistered due to political and security risks both in Myanmar and in Thailand, but remains highly significant because of its deep engagement in human rights education, advocacy, and documentation.

This is not a continuity project, but this project strategically pivots from the project "Stateless Children Protection Project—SCPP which focused on long-term ethnic statelessness to the urgent humanitarian crisis of newly displaced CCM along the border. This phase is vital as conflict-affected children face immediate risks of arrest and exploitation due to a lack of formal legal framework. It builds on monumental achievements, specifically Thailand's withdrawal of its reservation to UNCRC Article 22 and the 2024/2025 Cabinet Resolutions that accelerated status determination.

3. OBJECTIVES AND USE OF THE FEASIBILITY STUDY

The overall aim of the feasibility study is to investigate the project's contextual environment and its opportunities and risks in order to point out concrete recommendations for improving the project proposal, including objectives, strategies, measures, and activities. Therefore, the key objective of the study is an evaluation of the project's feasibility by **systematically shedding light on whether the proposed outputs and activities will support reaching the project's aims and objectives under the given circumstances**. On this basis, TDH, together with the four local partner organizations, LSNF (with MF and HADF) and EQMM, and all stakeholders involved may **adapt the project proposal in order to increase the project's effectiveness, mitigate risks, and prevent unprofitable investments**.

Moreover, the feasibility study shall provide a strong basis for TDH, the consortium, and other relevant stakeholders who will be affected by the project, to expand and sharpen the focus on the **most relevant problems in the project area**. To do so, the feasibility study must consist of four sections of analysis:

- 1) **an analysis of the context and problem,**
- 2) **an analysis of the consortium partner organizations and their capacities to implement the proposed project,**
- 3) **an analysis of the project's target group(s) and other stakeholders affected by the project, and**
- 4) **an assessment of the project regarding the OECD-DAC criteria** (relevance, coherence, effectiveness, efficiency, impact, and sustainability). Finally, the study shall provide concrete recommendations and suggestions to align the project according to official policies. It will also be submitted to the BMZ as a part of the documents underlying the ministry's final decision-making about funding the project.

4. RESEARCH QUESTIONS

As outlined above, the feasibility study must cover four fields of analysis:

1. An analysis of the context and problem,
2. An analysis of the four local partner organizations and their capacities,
3. An analysis of the target groups and other stakeholders involved,
4. An analysis of the project proposal regarding the OECD-DAC criteria.

There are two levels of priorities for this Feasibility Study. **First priority focus refers to those which, when assessed, can provide the most input in further improving the concept and design of the project. These priority topics will be the focus of direct data gathering and analysis.**

Priority focus and questions:

1. Establishing the project context and situational analysis: Definition of the target groups of CCM and their specific corresponding needs and gaps in rights as it relates to their stage of being on the move, for example, internally displaced, refugee in Thailand, displaced along the Thai-Myanmar or crossing between the borders; the selection of the target geographic locations (and the stakeholders) and whether these areas are strategic migration pathways for CCM.
2. Are the planned objectives and interventions strategically designed to meet the gaps and rights violations confronting CCM?
3. Assessment of strategic value of the supporting the four organizations to jointly implement a common project.

In terms of the OECD-DAC criteria, first priorities are:

- 1) Relevance
- 2) Coherence
- 3) Effectiveness

Secondary priorities are:

- 1) Efficiency
- 2) Impact
- 3) Sustainability

Analysis of the secondary priorities may be done through direct data gathering and analysis but can be mostly through review of secondary materials.

4.1 Context and problem analysis

Potential research questions	Relation to OECD-DAC criteria)
What does the proposed project's socio-economic, political, and cultural context look like, specifically in Thailand and in the Shan, Karen and Karenni States?	Relevance
What is the current situation of CCM in Myanmar, Thailand and border of Myanmar & Thailand, particularly in terms of their access to rights and protection? What are common and different child rights issues affecting internally displaced children in the Shan, Karen, and Karenni states? What child rights issues confront CCM along the Thai-Myanmar border, i.e. on the Myanmar side and in the Thai side? Are there emerging opportunities (or threats) that could facilitate (or hinder) initiatives to further promote access to their rights and protection?	Relevance
Which specific problems were identified regarding sub-groups, such as girls, boys, age, location, etc.? For children in host communities? In Migrant Learning Centers? In Learning Centers? Children frequently crossing between the Thai-Myanmar border? In monasteries? Unaccompanied children and children of migrant workers but already with G-code status? What are common characteristics? What are distinct that would require similar or different project strategies?	Relevance
How does migration and displacement affect children's access to education, safety, and future opportunities? What role do community networks, NGOs, and government agencies play in preventing or responding to rights violations against displaced and migrating children?	Relevance Impact
How does the proposed project's socio-economic, political, and cultural context look like in the project target locations, specifically in the provinces of Chiang Mai, Chiang Rai, Tak, Mae Hong Son in Thailand and in the Shan, Karen and Karenni States in Myanmar? What are common characteristics? What are distinct that would require similar or different project strategies?	Relevance Impact
How does the migration status, i.e. internally displaced, undocumented migrant, or refugee affect the CCM's ability to access rights and build resilience? How does lack of legal status or lack of documentation affect boys and girls differently in terms of rights and identity? How do intersecting factors (age, ethnicity, disability) compound gendered vulnerabilities? What gender-specific risks do children in context of migration face (sexual exploitation, child marriage, hazardous labour...etc.)?	Relevance
How can stakeholder participation strengthen project outcomes for children (e.g., improved access to services, reduced statelessness)? What role can community-based organizations and child/youth groups play in shaping and monitoring impact?	Impact
Are there any alternatives to the planned project or any of its components to increase the project's effectiveness or efficiency? Can the planned interventions be realistically implemented with the identified target CCM and do these address their most urgent need for support? How can the planned interventions still be improved to be responsive to the uncertainty and volatility of the situation in Myanmar and the Thai-Myanmar border?	Effectiveness Efficiency

What are the main migration and displacement pathways of CCM relevant to the proposed target areas? Are the identified target areas aligned with the project objectives to ensure maximum achievement of project results to improve the current situation of CCM?	Relevance Impact
--	---------------------

4.2 Analysis of the local partner organization(s) and its (their) capacities

With regard to the analysis of the four local partner organizations and their capacities to implement the proposed project, the TDH internal InA (Institutional Assessment). As the InA results can help answer the following questions, the respective documents will be made available to the consultant and must be considered.

Potential research questions	Relation to OECD-DAC criteria
Considering that the three out of four organizations already previously worked on a consortium project, what are the strengths of the three organizations in terms of cooperation and coordination in implementing a joint project? What areas need to be improved or put in place in terms of project management structure? What is the strategic value of EQMM as a new partner and the only Myanmar organization? Looking at the proposed outcomes, what mechanisms should be put in place to maximize synergy between the four organizations?	Efficiency
What are the local partners' capacities in institutional, technical, staffing, and financial terms to carry out the envisaged project?	Effectiveness
What (complementary) measures are required to increase the local partners' organizational and general capacity in order to effectively implement the project? Are any other partners or donors contributing to addressing identified weaknesses?	Effectiveness
Which key policies, covering child safeguarding, PSEAH, gender equality, etc. are implemented by the partners? Are these policies considered in the project in question?	Coherence
To what extent do local partners identify with the project (ownership) and are committed to making it a success?	Relevance
What is the relationship between the local partner(s), the target group(s), local communities, and other stakeholders? (Legitimacy)	Relevance
Is there an overlap or conflict of interests?	Effectiveness
How can interaction and coordination between the local partner(s) and other relevant stakeholders be improved in consideration that the project will be implemented by four different organizations which have their own priorities, as well as organizational culture?	Coherence, Effectiveness
What security risks for the implementing organizations, if any, should be considered when implementing this project? What measures should be taken to mitigate these risks?	Effectiveness
Considering that the proposed project is jointly implemented by four organizations in two countries, what risks are there that could hinder a smooth, efficient and effective project implementation, including financial management?	Efficiency
What significant findings from SCPP's evaluation finding of the previous project should be considered?	Relevance

4.3 Analysis of the target group(s) and involved stakeholders

Besides considering the analysis of the target group(s) and other relevant stakeholders in the overall analysis of the feasibility study, the consultant(s) is (are) expected to produce a respective stakeholder

matrix, including sub-groups based on age and gender. The matrix shall be added as annex to the final report of the feasibility study.

4.3.1 Assessment of the Target Group(s)

Potential research questions	Relation to OECD-DAC criteria
Who is (are) the target group(s) for the project? What criteria are used in the selection of the target group(s)? Are specific groups within the general target group requiring specialized support in terms of accessing rights? Is the project design considering these needs?	Relevance
How might target groups be possibly affected in different ways by the problems the proposed project aims to respond?	Relevance
How homogeneous or heterogeneous is (are) the target group(s) in terms of gender, ethnicity, age, sexual orientation, language, capacity, etc., and what are needed to enable the project to respond to this?	Effectiveness
What are the needs of the target group(s)? How can these needs ideally be addressed?	Relevance
What is the target group(s)'s role in the broader social context? What conflicts of interest could arise between the target group(s) and other, non-target groups because of the support provided by the proposed project?	Coherence
What is the target group(s)'s potential especially with regard to ownership and initiative, self-help activities and local problem-solving capacity? How can this potential be strengthened?	Impact
What security risks for the project participants (including children and youth), if any, should be considered when implementing this project? What measures should be taken to mitigate these risks?	Effectiveness

4.3.2 Assessment of involved stakeholders

Potential research questions	Relation to OECD-DAC criteria)
(Specify description of Myanmar and Thai stakeholders): Who are the main governmental and non-governmental stakeholders in the sector and beyond at the project location, in the project region and the project countries? How does the planned project fit in with the government development strategy? Are the selected stakeholders relevant to the migration pathways of the identified target areas and target CCM?	External coherence
(Specify description of Myanmar and Thai stakeholders): What are the interests of involved stakeholders? Are there any visible conflicts of interest? What interdependencies are to be expected between the project and other interventions and/or projects supported by these stakeholders? (How) does the project proposal take this into account?	Internal coherence
(Specify description of Myanmar and Thai stakeholders): Do the stakeholders share a common understanding of the problem(s) and of the project's objectives derived thereof?	Internal coherence
(Specify description of Myanmar and Thai stakeholders): How strong are the various stakeholders' support for the project? How much influence could they exert on the project' concept? Have the stakeholders already entered into any agreements? What mechanisms ensure their contributions are sustained beyond project funding? How will collaboration between Myanmar and Thai stakeholders reduce duplication and increase efficiency?	Effectiveness

(Specify description of Myanmar and Thai stakeholders): How do stakeholders perceive the urgency and importance of the project's goals? What expertise, resources, or networks do they bring that are essential for addressing migration-related child issues?	Relevance
--	-----------

4.4 Assessment of the Project Proposal regarding the OECD-DAC Criteria

A. Priority Focus

4.4.1 Relevance

The following list of research questions supports assessing the extent to which the project's objectives and design respond to beneficiaries on global and country level, to partners' needs, to policies and priorities, and how they will continue to do so if circumstances change:

- What is the strategic value of this project to the promoting access to rights and protection of Myanmar children in context of migration? For example, in which way can this project be used as an example and basis for influencing the ASEAN mechanism for CCM?
- Is the project proposal of relevance to the target group's (specifically Myanmar children, youth and their communities) needs and priorities?
- Is the project in line with policies, strategies, principles, and findings of the Thai government and governance mechanisms in Myanmar? In which way?
- Is the project proposal relevant regarding the needs of other important stakeholders?
- Will the planned strategies and activities, as well as the identified target groups and locations, enable the achievement of the planned project goals and outcomes?
- Is the project's cause-effect hypothesis plausible? Or are other cause-effect hypotheses more plausible?
- Are the indicators relevant to the measurement of the project's outputs and outcomes? What other indicators are better suited to measure the envisaged outputs and outcomes?
- How can the project effectively adjust to maintain relevance in case of external changes, especially in terms of political developments in Thailand and Myanmar?

4.4.2 Coherence

The following list of research questions supports assessing the compatibility of the project with other interventions carried out by the partner organization(s) and/or TDH as well as its compatibility with other institutions' activities in the national level. In order to create a holistic understanding of the project's context, the differentiation between internal and external coherence is crucial:

Internal coherence: Synergies and linkages between the proposed project and other projects carried out by the partner organization(s) and/or TDH.

External coherence: Consistency of the intervention with other institutions' projects in the Myanmar and Thailand and/or the field of work of the proposed project. External coherence is critical to add value, avoid duplications, etc.

a) Internal coherence

- Is the proposed project in line with TDH's strategic goal 2: "Access to Rights for Children in Context of Migration?"
- What steps, measures, or activities does the project foresee to ensure equal and inclusive protection and participation of girls, boys, diverse-gender children, and children with disabilities, etc.? How can this be improved?
- Is the project in line with the local project partners' objectives and strategies and does it consider the local partners' capabilities and capacities? How can this be improved?

- Is the proposed project in line with TDH's principles and guidelines on child safeguarding, child and youth participation?
- b) External coherence
- Are the project's methodology and activities up to date and in line with local, national, and international research findings in the area of intervention. How can this be improved?
 - Which added value does the intervention have compared to other projects and programmes in the same field of action and/or in the same locality? How can this be improved?
 - Which opportunities and challenges for coordination and cooperation with other stakeholders in Myanmar and Thailand can be identified?
 - Which interventions of other actors in Myanmar and Thailand, either government or non-governmental, exist in the same area of intervention and is the coordination and/or cooperation feasible?
 - Which findings and lessons learned from the previous projects implemented by the four organizations can be integrated into the current project proposal (for example SCPP)?

4.4.3 Effectiveness

The following list of research questions supports assessing the extent to which the project is expected to achieve its objectives and results, including any differential results across groups:

- Which government, CSO and community actors in the Shan, Karen, Karenni States and in the provinces of Ching Rai, Chiangmai, Mae Hong Son, and Tak should the partners actively engage with in ensuring the achievement of project objectives? What commitments should be secured from these groups to enhance project results?
- Are there any areas of improvements in the planned coordination and cooperation measures with other government and CSO stakeholders that could enhance the project's effectiveness?
- Can the project's intended outputs and outcomes be met with the proposed activities?
- Are the measures and the chosen methodology suitable for reaching the project's objectives?
- To what extent are the defined project objectives realistic?
- Which challenges, risks, and opportunities exist regarding the project's planning and implementation?
- Can the proposed indicators effectively measure the planned outputs and outcomes?
- Are there alternative pathways/interventions that could enhance the project's effectiveness?
- Are the project measures appropriate to reach the target population in the proposed size and composition such as children, youths, women... etc.
- Are the four partners involved capable of implementing a project which aims to influence policies at local, provincial, national and regional level: ASEAN level? What would enable them to efficiently and effectively reach project goals?

B. Secondary Focus

4.4.4 Impact

The following list of research questions supports assessing the extent to which the intervention is expected to generate significant positive or negative, intended or unintended, higher-level effects:

- To what extent will the project have a structural impact both in Myanmar and Thailand, to what extent can it serve as a model, and to what extent will it have a broad-based impact?
- What higher-level change regarding social norms, children's and youth's well-being will the project have?
- (How) will the project contribute to crosscutting issues such as child safeguarding, participation, gender equality in the two countries and border areas?
- What unintended changes may the project contribute to?

- What would happen if the project would not take place?
- How will children's voices and participation be integrated into assessing project success?

4.4.4 Efficiency

The following list of research questions supports assessing the extent to which the intervention delivers, or is likely to deliver, results in an economic and timely manner:

- Is the relationship between planned input of resources and results, objectives, and impact to be achieved appropriate and realistic?
- Is the proposed geographic scope, including the number of communities and cross-border locations, realistic and proportionate?
- Are there any alternatives for achieving the same or even better results, objectives, or impact with alternative and more feasible inputs, funds, or expertise?
- Are project management, monitoring, and evaluation designed in an efficient way regarding funding, staffing, and expertise?
- Which synergies, coordination, and cooperation measures with other stakeholders or other projects or programs can be identified that may increase the project's efficiency?
- Are the overall project duration and the timeline adequate and realistic to implement all project measures and achieve the envisaged outputs, outcome, and impact?

4.4.6 Sustainability

The following list of research questions supports assessing the extent to which the net benefits of the intervention continue or are likely to continue:

- In which way are the planned project activities sufficient and strategically designed to ensure that the initiatives started can be sustained by the partners and local community without additional further external funding support beyond the project's timeframe? If any, what methodologies or interventions can the project undertake to strengthen the sustainability of project results?
- How can the sustainability of results and impacts be ensured and reinforced in institutional, economic, social, and environmental terms?
- What are the roles and responsibilities of governmental and/or civil society institutions? To what extent will the project be able to build on local potential, institutions, and procedures?
- Which measures and instruments are best suited to harness and strengthen local ownership, initiative, participation, and capacity?
- What negative consequences and impacts may result from implementing the proposed project? To what extent will it be possible to consider and address these risks in the project proposal, e. g., Do-No-Harm approach, conflict-sensitive impact monitoring, etc.?
- What risks are involved in project implementation, considering personal, institutional, reputational, and contextual risks? How can they be minimized?

5. METHODOLOGY

In order to respond to the questions above, the consultant(s) is (are) expected to conduct both a **desk study** and **field work in identified target areas in Thailand and Myanmar**, applying both qualitative and quantitative methods to create a holistic understanding of the proposed project and its feasibility. The methodology must be **participatory**, including particularly the project's potential beneficiaries (currently and in future), and paying particular attention to children's and youths' perspective regarding the project's activities, results, and objectives. Further, the methodology must be **child friendly** and **gender sensitive** and consider the project's **cultural contextual environment**. In the conduct of field work and workshops, the consultant(s) need to ensure a context-sensitive security protocol coordinated with partner institutions.

Accordingly, the consultant(s) is (are) expected to apply the following methods when conducting the feasibility study:

- A desk study, i.e., an analysis of the project's background documents, including, but not limited to:
 - the project proposal
 - proposal and evaluation of previous projects (for example, the SCPPIII)
 - results of TDH internal InA
 - policies and strategies
 - etc.
- Key informant interviews
- Focus group discussion(s) with relevant stakeholders
- A survey with local population

6. KEY DELIVERABLES

The services to be carried out as part of the outlined study comprise the following assignments:

a) Preparatory meeting with TDH, represented by the Global Secretariate, regional office, and LSNF, MF, HADF and EQMM (local partners)

- Background: Jointly make the final decision about methodology and research process

b) Desk study

- Background: Familiarize with explicit knowledge relevant to the assignment
- Analysis of *(the list is non-exhaustive and should be adjusted according to your individual project proposal)*
 - reports
 - policies
 - strategy paper
 - literature
 - etc.

c) Fieldwork

- 15 days of fieldwork based on methodology and methods defined in the previous chapter

d) Draft report

- Background: First draft to be discussed and commented on by TDH and local partner organization(s)

e) Follow-up workshop

- Background: Share findings and recommendations and jointly discuss how to integrate them into project planning
- Tasks for the consultant(s):
 - Preparation of the workshop
 - Moderation of the workshop with participants from TDH Global Secretariate, regional office, country office, and local project partners and partner communities
 - Documentation of the workshop

f) Final Report of the Feasibility Study in English (of no more than 30 pages, excluding annexes), consisting of

- An executive summary of no more than 5 pages in English
- A project description
- A description of the study's methodology
- A context and problem analysis
- An analysis of the local partner organization(s)
- An analysis of the target group(s) and other relevant stakeholders

- An assessment of the project proposal regarding the OECD-DAC criteria
- Recommendations for improving the project proposal
- Concluding remarks
- Annexes, which may include a stakeholder analysis matrix, a list of people interviewed, key documents consulted, transcripts of interviews, raw data of questionnaires, signed data protection agreements of all participants

7. TASKS, RESPONSIBILITIES, AND TIMELINES

The TDH Global Secretariat in Germany (hereafter the Secretariat) is generally in charge of the tender process and the selection of the consultant(s). Additionally, the Global Secretariate will offer guidance to and/or accompany the consultant(s). The regional office in Southeast Asia (hereafter regional office) assists the tender process and the selection of the consultant(s).

The feasibility study is managed directly by the **regional office** in close consultation with the responsible desk officer at the General Secretariat and the local project partner(s). The local partner organization(s) actively participate(s) in the selection process of consultant(s). If (a) local consultant(s) is (are) chosen to conduct the feasibility study, the respective contract is signed between the consultant(s) and the regional office. In case an **international consultant** is chosen, **the Global Secretariate** is responsible for contracting.

The following table defines all tasks related to the feasibility study, including key deliverables and outputs, assigns respective duties to responsible stakeholders, particularly the consultant(s), and specifies the timeline of the study. As outlined in the table's last column, all services must be carried out between **28 October and 15 December 2026**.

Task(s)		Deliverables/ Output	Responsible Stakeholders	Deadline/ Timeline
Preparation				
Circulation of Terms of Reference (ToR)		Minimum of 3 proposals secured	TDH	Until 25 Sep
Selection of shortlisted candidate(s) & awarding of contract(s)		Contract(s)	See above	Until 02 Oct
Line-up of research team		Research team formed	Consultant(s)	Until 26 Oct
Preparatory meeting		Minutes of the meeting	Consultant(s) TDH Regional Office & Global Secretariate	28 Oct
Submission of inception report		Inception report	Consultant(s)	30 Oct
Feedback and approval of inception report		Written statement	TDH Regional office & Global Secretariate	02 Nov
Empirical Research				
Desk study	Conduct investigation according to specifications in chapters 4 & 5	---	Consultant(s)	To be defined by Consultants
	Provision of necessary project documents, including InA & other relevant study results if available	Files & documents	LSNF, MF, HADF and EQMM (local partners) TDH Regional office & Global Secretariate	To be defined by Consultants

Task(s)		Deliverables/ Output	Responsible Stakeholders	Deadline/ Timeline
Field work	Arrangements for travel, including tickets, visa, vaccination etc.	Proof for reimbursement of travel expenses	Consultant(s)	To be defined by Consultants
	Arrangements for local travel	---	LSNF, MF, HADF and EQMM (local partners)	To be defined by Consultants
	Arrangements for accessing the target group(s) if applicable	---	LSNF, MF, HADF and EQMM (local partners)	To be defined by Consultants
	Conduct investigation according to specifications in chapters 4 & 5	Documentation	Consultant(s)	To be defined by Consultants
	Assist investigation & be available for inquiries by consultant(s)		LSNF, MF, HADF and EQMM (local partners)	To be defined by Consultants
	Be available as interviewee	---	LSNF, MF, HADF and EQMM (local partners)	To be defined by Consultants
			TDH Regional office & Global Secretariate	
Writing draf		Draft report according to specifications in chapter 6	Consultant(s)	Until 28 Nov
Submission of draft report		Written statement (1 to 2 pages)	LSNF, MF, HADF and EQMM (local partners)	
Feedback on draft report			TDH Regional office & Global Secretariate	
Follow-up Workshop				
Preparation of workshop		Invitation to all potential participants	Consultant(s)	Until 02 Dec
		One pager presenting major aim and content of workshop		
Moderation of workshop		---	Consultant(s)	Until 09 Dec
Participation in workshop		---	LSNF, MF, HADF and EQMM (local partners)	
			TDH Regional office & Global Secretariate	
Systematization of findings and outcome of workshop		Documentation	Consultant(s)	To be defined by Consultants

Task(s)	Deliverables/ Output	Responsible Stakeholders	Deadline/ Timeline
Final Report Writing			
Submission of final report	Final report according to specifications in chapter 6	Consultant(s)	15 Dec
Approval of final report	---	LSNF, MF, HADF and EQMM (local partners) TDH Regional office & Global Secretariate	20 Dec

8. REQUIREMENTS FOR BIDDERS

- Proven experience with feasibility studies or evaluations, preferably in the field of child rights, child protection, and non-violent conflict resolution.
- Experience of conducting feasibility studies or evaluations and research using a mixed methods approach, including participatory and child sensitive methods
- Knowledge of the conditions, guidelines, and quality requirements for projects funded by the Ministry of Economic Cooperation and Development (BMZ)
- Profound knowledge and experience on child rights, human rights and socio-economic situation along Thailand-Myanmar border.
- Very good oral and written proficiency in English; ability to speak, read and understand the local language is an advantage.
- Compliance with TDH's Child Safeguarding Policy (attachment No 1)
- Compliance with the EU-GDPR (attachment No 2)

9. SPECIFICATION FOR OFFERS/ PROPOSALS

Offers will be accepted until **25 September 2026** and will be addressed to:

- Vando Khoem (Head of Programme and Policy): v.khoem@tdh.de
- Piyashat Sinpimonboon (Country Coordinator for Thailand): p.sinpimonboon@tdh.de
- Thin Zar Maung (Country Coordinator for Myanmar): t.maung@tdh.de

All offers shall include:

1. A narrative/technical proposal of no more than 10 pages, including relevant experience, planned methodology, timeline, and staffing for the feasibility study
2. A detailed financial proposal for the feasibility study
3. Two sample reports; published or unpublished reports approved by the respective clients focusing on the same/similar sector

Attachments:

- 1) TDH Child Safeguarding Policy
- 2) TDH PSEAH Policy
- 3) EU data protection declaration (EU-GDPR)

End//