**IOM Call for Proposals**

**Mediation Training for Community Leaders, Religious Leaders and Community Members**

**Context**

This call for proposals relates to IOM’s social cohesion programming in Iraq. The program aims to promote tolerance, solidarity, and dialogue within conflict-affected communities; mitigate tension between IDPs, returnees and host community members; and strengthen social capital.

This Call for Proposals seeks an experienced trainer, or training organization, to provider training in mediation and negotiation to community members and community leaders, including religious leaders. Training is planned for 5 locations: Baghdad, Khanaqeen, Baquba, Kirkuk and Zummar.

The trainer or training organization may cover all or some of these locations. After the training is complete, the trainer should continue to engage with the trainees, through IOM’s community centres, on at least a monthly basis. Therefore, it is essential that the trainer live in or near the community where the training is held, and be familiar with the local context.

**Scope of work**

IOM is seeking an individual or partner organization with experience in delivering tailored training in mediation and negotiation skills.

1. **Timing**

The training should take place between March and May 2017.

1. **Locations**

Training is required in 5 locations: Baghdad, Baquba, Khanaqeen, Kirkuk and Zummar.

The applicant may cover all locations (using different local trainers) or may choose to cover only one or two locations.

1. **Identification of participants**

IOM will identify training participants, in line with the general demographic targeted for each training.

1. **Training requirements**

In each location, IOM will provide 3 separate trainings, over the course of 3 weeks.

Week 1: Training for 10 community leaders.

Week 2: Training for 20 community members. This should consist of a group with similar interests; for example, women, or youth. It should include a mix of displaced and non-displaced persons. The applicant should specify which demographic this training will target.

Week 3: Training for 20 different community members. If the training in week 2 engages youth, for example, then the training in week 3 should engage women. Again, this training should include a mix of displaced and non-displaced persons. The applicant should specify which demographic this training will target.

Each training should consist of 5 full days.

Each training should be tailored to the participants. At a minimum, each training should cover the following topics:

* Principles of mediation and conflict management
* Practical skills to mediate conflict between community members
* Strategies for community mobilization
* Strategies for citizens to effectively engage with government and security actors, in order to support more inclusive governance (with particular emphasis on groups not routinely included in such processes, such as women, youth, displaced persons)

The applicant must provide a detailed description of the training curriculum; training methodology; and training materials.

1. **Ongoing activities**

After the training is completed, the applicant may propose some ongoing activities in the same location. These activities should take place at the IOM community centre (located in Baghdad, Baquba, Khanaqeen, Kirkuk and Zummar.)

The activities should link directly to the training. This may include:

* Weekly or monthly structured discussions
* Mediation practice
* Peacebuilding activities, or a Peace Club

Ongoing activities are not compulsory. Organizations may choose only to provide training.

1. **Budget**

IOM will provide the following resources:

* Venue for training and ongoing activities;
* Lunch and refreshments for the training participants and trainer/s; and
* Transport for participants.

Therefore, there is no need to include these costs in the budget. The budget should specific precise costs for each location.

**Submitting a Project Proposal**

The applicant is required to submit a project proposal, which includes:

1. Technical application (max. 4 pages) – see IOM Technical Application Template
2. Organization profile
3. List of past relevant projects (indicating Donor, Value, Targets and Activity)
4. Copy of government registration as NGO
5. Project work plan
6. Cost Application (budget breakdown as per Annex B)
7. Cover letter from the organization with a signature of the contact person and the official stamp of the organization

**Eligibility criteria**

* + The applicant is a local or international organization
  + The trainer is an Iraqi national
  + The applicant has an official and valid registration within the Kurdistan Region of Iraq and/or Central Iraq
  + Administrative Staff and Office costs do not exceed 20% of the total budget
  + Proposal and budget are submitted in IOM template
  + The applicant should have financial capacity to pre-finance up to 20% of the proposed activities

**Evaluation criteria**

Applications will be assessed based on both technical and cost criteria, using a point system.

Each proposal shall be given a technical score by a review committee. IOM will conduct due diligence on any organization that is short-listed, which may include a physical verification visit.

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| **Evaluation criteria:** | |  |  |  |  |  |
| **1) TECHNICAL CAPACITY (20 POINTS)** | | | |  |  |  |
| 1.a) Proven technical skills in mediation and conflict management | | | | | |  |
| 1.b) Proven experience delivering training | | | | | |  |
| 1.c) Proven experience in managing grants from International Organizations or other donors | | | | | | |
| 1.d) Access to and familiarity with IOM's targeted areas | | | | | |  |
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| **2) PROPOSAL RELEVANCE (15 POINTS)** | | | |  |  |  |
| 2.a) Relevance of the proposal to the scope of the Call for Proposal | | | | | | |
| 2.b) Relevance of the project to the needs of the targeted population | | | | | | |
| 2.c) Clarity and logic of methodology, work plan and project activities | | | | | | |
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| **3) ORGANIZATIONAL STRUCTURE (15 POINTS)** | | | | |  |  |
| 3.a) Suitability of the staffing structure assigned to the project (e.g. number of staff, supervision, functions) | | | | | | |
| 3.b) Technical skill and experience of staff working on the project | | | | | | |
| 3.c) Physical presence of a functional office | | | | |  |  |
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| ***4) VALUE FOR MONEY (25 POINTS)*** | | | |  |  |  |
| 4.a) Number of beneficiaries served versus total budget proposal (i.e. Cost per beneficiary) | | | | | | |
| 4.b) Intensity of services versus cost | | | |  |  |  |
| 4.c) Any cost share or in-kind contributions from the applicant | | | | | | |
| 4.d) Ratio between administrative staff and office costs versus direct operational assistance | | | | | | |
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The Proposals must be sent to [IQSocialCohesionBids@iom.int](mailto:IQSocialCohesionBids@iom.int) copying [IOMIRAQBIDS@iom.int](mailto:IOMIRAQBIDS@iom.int) by 28th February 2017**.**