**Request for Proposals**

**IOM invites potential Service Provider to provide Technical and Financial Proposals for the following Services: to provide technical and business advisory to the newly established wool and kilim enterprise.**

More details are provided in the Terms of Reference (Section I).

The Service Provider will be selected based on considerations outlined in this RFP.

The RFP includes the following documents:

• Section I. Terms of Reference

• Section II. Instructions to Applicants

The Proposals must be submitted to IOMIRAQBIDS@iom.int and Aleksandra Lasota ABARANSKA@iom.int no later than **5.00 pm on Sunday, 8 October 2017.** No late proposal shall be accepted.

IOM shall notify the successful bidder via e-mail seven (7) working days of the bids unfolding.

Proposals submitted after the above deadline will not be considered. IOM reserves the right to reject the whole or part of any or all Bids based on the fulfilment of the provisions described in the Section II. Service Provider which does not receive notification before **20 October 2017** can consider their bids unsuccessful.

IOM Iraq

Procurement Unit

**Section I – Terms of Reference**

1. Background Information

Recognizing the unmet needs and vulnerabilities that persist among females in Dohuk Governorate, IOM will aim to enhance their economic and social inclusion through community-driven activities over the course of 12 months. IOM’s community-driven approach aims to generate sustainable local economic development in the targeted community and contributes to overcoming social and economic barriers associated with traditional gender norms. It also provides a safe space for women to engage in commercial and social activities, assisting in their psychological recovery from the trauma associated with their displacement. IOM’s approach engages local partners who become leaders of their community’s development and provides them with capacity building in leadership, or monitoring and evaluation principles. Through the development of value chain, provision of livelihood assistance, business advisory and infrastructural support, IOM facilitates robust economic community development and inclusion of vulnerable Yazidi women.

IOM aims to establish a wool processing and kilim weaving facility that will employ 30 Yazidi women, both those who displaced and those who are originally from the selected community. The project will also work with local farmers to improve the quality of wool produced in Kurdistan and to steer the local economy.

1. Objective

The objective of this call for proposals is to select a Service Provider that will provide technical expertise to the establishment of a wool processing and kilim weaving facility. In addition to this, the service provider will assist in the development of a sustainable business model and in the development of market linkages for a newly established enterprise.

1. the development of a business plan;
2. the development of a product quality control mechanism;
3. the development of a marketing strategy for the enterprise;
4. the development of business linkages in the region;
5. the oversight of the kilim production process;
6. the oversight of the wool processing process;
7. the delivery of a kilim weaving training to the beneficiaries
8. the development and launch of the new kilim’s brand

The selected firm should have several consultants specialized in the aforementioned topics and be able to deploy them to Kurdistan Region of Iraq.

1. Timeframe and deliverables

The duration of the assignment is five months. The company will follow below workplan. The company can work remotely and fly in their consultants and representatives upon the Project Officer request.

|  |  |
| --- | --- |
| Indicative timeframe | Expected output |
| 24 September 2017 | IOM call for proposals published |
| 8 October 2017 | Submission of detailed technical and an all-inclusive budget proposals from interested firms to IOM |
| 8-15 October 2017 | Negotiations on the final deliverables, financial and technical proposals |
| 20 October 2017 | Contract signed by both parties  |
| 1 November 2017 – 1 April 2018  | The assignment  |
| 1 January 2018 | 1st payment: 50%  |
| 15 April 2018 | 2nd payment: 50% |

**Section II - Instructions to Applicants**

1. Submission of application

The proposals should be submitted no later than **8th of October, 2017**, and should include the following documents:

Company profile including history of similar projects;

A detailed description of previous experience in the delivery of similar tasks;

2 Letters of reference;

CVs of the proposed consultants;

Budget proposal (Annex B);

Commercial License;

Filled requirements checklist (Annex A)

Filled consultants list (Annex C)

1. Requirements

IOM’s preference is for private sector companies. The selected firm should possess the following minimum qualifications and provide references as follows:

* Previous experience in the establishment of a social enterprise;
* A minimum of 7 years operational track record;
* Technical competencies in the establishment of wool processing and kilim weaving facility;
* Experience in running business in a post war context will be an advantage;
* Experience working in the Middle East is a required;
* Previous work experience with UN will be an advantage ;
* Communication skills, time management, gender and cultural sensitivity;
* Fluency in English (IOM will provide skilled interpreters for Arabic and Kurdish, if required).
1. Governance Arrangement

This assignment will be coordinated between a company representative and a designated program staff.

1. Terms of Payment

The payment will be scheduled in the following terms:

50% paid on January, 1

50% paid on April, 15

**5. Negotiations**

5.1. Contract negotiation is expected to take place no more than one week after notification of the successful bidder.

5.2. Negotiation will include discussion and finalization of:

a) the ToRs and Scope of Services;

b) the methodology and work program proposed by the Service Provider;

d) the Financial Proposal submitted;

f) the assignment delivery timing;

and g) the contractual terms.

All agreements coming out of the negotiations will be incorporated into the contract.

6. Award of Contract

6.1 Following negotiations, the contract will be awarded to the selected Service Provider on 20th of October. Service Providers which do not receive notification before the **20th of October 2017** can consider their bids unsuccessful.

7. Confidentiality

7.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process.

7.2 IOM shall not disclose any information in the application to any third party. IOM will however archive all applications for auditing purposes.

Annex A

Please answer below questions to confirm that you fulfill the necessary requirements.

Fill out:

|  |  |  |
| --- | --- | --- |
| Weight | Criteria | Answer |
| 1 point | Do you have previous experience in the establishment of a social enterprise | [ ]  yes [ ]  no |
| 7 years – 1 point;More than 7 -2 point | How many years of operational track record does your company have? | [ ]  7 [ ]  other (specify the number\_\_\_\_\_) |
| 1 point | Do you have experience in the establishment of a wool processing facility? | [ ]  yes [ ]  no |
| 1 point | Do you have experience in the establishment of a carpet weaving facility? | [ ]  yes [ ]  no |
| 0.5 point | Do you have experience in running business in a post war context? | [ ]  yes [ ]  no |
| 1 point | Do you have experience working in the Middle East? | [ ]  yes [ ]  no |
| 0.5 point | Do you have previous work experience with UN? | [ ]  yes [ ]  no |
| 7 points |  |  |

Annex B

Please provide us with an estimated cost and duration for the below deliverables.

|  |  |  |
| --- | --- | --- |
| Deliverables | Duration (days) | Cost Estimate |
| the development of a business plan |  |  |
| the development of a quality control mechanism |  |  |
| the development of a marketing strategy for the enterprise |  |  |
| the development of business linkages in the region |  |  |
| the oversight of the kilim production process |  |  |
| the oversight of the wool processing process |  |  |
| the delivery of a kilim weaving training to the beneficiaries |  |  |
| the development and launch of the new kilim’s brand |  |  |

Annex C

Given that you will engage consultants, please advise on their names, country of residence (the country they would fly from, in case deployed to Iraq) and whether you think they should travel to Iraq to complete their assignment. Please attach CV for all of them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Consultants proposed | Country of Residence | Required to travel to Iraq? |
| 1 | Name: |  | [ ]  yes [ ]  no |
| 2 | Name: |  | [ ]  yes [ ]  no |
| 3 | Name: |  | [ ]  yes [ ]  no |
| 4 |  |  | [ ]  yes [ ]  no |
| 5 |  |  | [ ]  yes [ ]  no |

Annex D

For IOM purpose, only.

|  |  |
| --- | --- |
| Checklist |  |
| Company profile including history of similar projects; |  |
| A detailed description of previous experience in the delivery of similar tasks; |  |
| 2 Letters of reference; |  |
| CVs of the proposed consultants; |  |
| Budget proposal (as per annex B); |  |
| Commercial License; |  |
| Filled requirements checklist (Annex A) |  |
| Filled consultants list (Annex C) |  |