

IOM MISSION – GHANA

CALL FOR EXPRESSION OF INTEREST (CEI)

1 **Timeline**

CEI Reference number	4200561802/MPRR_002
Posted (date)	30 November 2023
Clarification Request Deadline	7 December 2023
Application Deadline	14 December 2023
Notification of Results	20 December 2023
Implementation Start Date	23 January 2024
Implementation End Date	30 June 2024

2 **Locations**

Ashanti, Bono, Bono East and Ahafo regions

3 **Sector(s) and area(s) of specialization**

Provision of entrepreneurial skills training on enhanced crop and animal productivity levels, market supply technologies, provision of start-up kits to contribute to sustainable reintegration for returnees in Ghana.

4 **Issuing Agency**

International Organization for Migration (IOM)

5 **Project Background**

*IOM is an intergovernmental organization that aims to advance understanding of migration issues, encourage social and economic development through its programmes, uphold the human dignity and well-being of migrants and promote safe migration. Under the EU-IOM Joint Initiative, IOM took an innovative approach to the sustainable reintegration of migrants -which comprises partnering with government and private partners for the implementation of reintegration projects for Ghanaian returnees. Through this, the initiative fostered national ownership of reintegration activities as well as strengthened the capacity of partner institutions to deliver reintegration support to returned Ghanaian migrants. The Migrant Protection Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA) seeks to consolidate these gains by strengthening these partnerships with government, civil society organizations and the private sector through **cost-sharing and fully funded projects**.*

In this context, IOM seeks strategic partners (government, CSOs and private institutions) to support the provision of sustainable economic reintegration projects for vulnerable returned Ghanaian migrants seeking to venture into micro income generating activities in the Ahafo, Ashanti, Bono and Bono East regions, otherwise referred to as cost sharing reintegration model. Partners may be experts in the provision of entrepreneurial skills development, trainings on enhanced crop and animal productivity levels, market supply technologies, provision of start-up kits, coaching and monitoring support for established ventures among others and willing to provide these services to the beneficiaries at shared or no cost with the IOM.

6 **Expected Results**

Provision of reintegration support including entrepreneurial skills development, enhanced crop and animal productivity trainings, market supply technologies, and start up kits for 80 returned migrants in the Ahafo, Ashanti, Bono and Bono East regions through cost shared or no cost reintegration models.

7 **Indicative Budget**

Direct Assistance (80 beneficiaries)-880,000 Ghana Cedis

IP Services Cost-115,000 Ghana Cedis

8 **Other Information**

Applying organization should have a proven record of work done in the specified geographical areas, in entrepreneurship training and microbusiness set-up. Previous work done for a UN organization is desirable.

9 **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> • Relevance of proposal to achieving expected results; • Expertise on budgeting, communication, negotiation and participation skills; • Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; • Adequacy and clarity of the proposed budget (including contribution by the prospective IP); • Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors; <p>Experience with conducting rights principles such as inclusion, equality, accountability, participation, universality, etc.</p>	60
Sustainability of intervention	<ul style="list-style-type: none"> • Experience in partnering with key institutions related to youth and adolescent participation and development; • National and Local experience, presence and community relations; Management ability; Sustainability of intervention. 	20
Other	<ul style="list-style-type: none"> • Replicability/scalability; • Gender mainstreaming skills to apply during implementation of the programmes; • Innovative approach • Proven capacity in financial management of projects; • Good familiarity with political and social environments in... 	20

10. **Attachments**

Description	URL
ANNEX A – Terms of Reference	(Insert link)
ANNEX B - Implementing Partner References Checklist	(Insert link)
ANNEX C - Implementing Partners General Information Questionnaire	(Insert link)

ANNEX D - Concept Note Template	(Insert link)
ANNEX E - Financial and Narrative Reporting Templates	(Insert link)
ANNEX F - Project Implementation Agreement Template	(Insert link)
ANNEX G – Declaration of Conformity for Partners	(Insert link or enclose)
Please add any other templates as relevant	(Insert link)

12 **For more information on this partnership opportunity, and to apply, please visit**

<http://www.iom.int/countries/ghana>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing Lamine Kane, Project Manager via mlkane@iom.int or Victoria S. Adomako Cofie, Reintegration Assistant via vkankam@iom.int

Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at iomaccra@iom.int or focal points mlkane@iom.int and vkankam@iom.int no later than **14 December 2023**. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelope must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner’s Authorized Representative; and
 - c. Any other relevant documents

6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
12. The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).
- 14.** IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

Annex A: Terms of Reference

Introduction

Assisted Voluntary Return and Reintegration (AVRR): AVRR is a core activity of IOM Ghana and is part of its comprehensive approach to migration management. Through its AVRR programmes, IOM provides administrative, logistical and financial support – including reintegration assistance – to migrants who are unable or unwilling to remain in their host/transit country and express the wish to return to their countries of origin.

Through an integrated approach to reintegration, IOM through the **Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA)** seeks partnerships with government, non-government agencies and the private sector in the delivery of fully funded, cost sharing and no-cost reintegration projects.

Background

In consolidating the achievements of the Joint Initiative for Migrant Protection and Reintegration funded by the European Union, the IOM is partnering with government and non-governmental agencies for the implementation of reintegration projects for returned Ghanaian migrants. Under the Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA), these partnerships are being strengthened to foster national ownership of reintegration activities as well as enhancing the capacity of existing institutions to deliver reintegration support with little, shared or no cost.

The MPRR-SSA is leveraging on a whole-of-government and whole-of-society approach in considering the potential contributions of reintegration to sustainable development. Here, the cost-shared reintegration model allows partners to bring on board their expertise, structures, existing projects and programmes; and other resources to complement IOM in providing sustainable reintegration support for vulnerable returned migrants.

Objective

To contribute to sustainable reintegration projects in Ghana, by providing returnees with knowledge on entrepreneurship and sustainable business ideas and supporting their setups.

Proposed interventions

Organize 3-4 entrepreneurship training sessions, undertake purchasing and dissemination of micro business start-up kits, and customized coaching sessions to 80 returnees.

Overarching Outcomes:

Provision of entrepreneurship skills and start up kits to support the creation of sustainable income-generating ventures for 80 returned migrants.

Expected results

80 sustainable individual income generating ventures are established to support the development of communities, particularly in the Ahafo, Ashanti, Bono and Bono East regions. Here, the beneficiaries will generate income to support themselves and their families.

Impact

80 sustainable individual income generating ventures are established to support the development of communities, particularly in the Ahafo, Ashanti, Bono and Bono East regions. Here, the

beneficiaries will generate income to support themselves and their families.
Partnerships and collaboration Collaboration with partners (government, civil society and private sector) under the project particularly in the specified regions will be admirable.
Proposed timeline: 23 January 2024- 30 June 2024
Qualification and experience: The Implementing partner must have at least 5 years' experience in entrepreneurship skill trainings and microbusiness set-ups particularly in the Ahafo, Ashanti, Bono and Bono East regions. Having experience in working with returned migrants will be an advantage.
Submission of the project proposal The proposal must be submitted in electronic form to the following email addresses: iomaccra@iom.int copying mlkane@iom.int and VKankam@iom.int All applications must include all relevant attachments (see above).
Place and deadline for submission of the project The complete proposal must be sent to the abovementioned email address between 30 November 2023 and 14 December 2023 with the following Call for Interest ID number: 4200561802/MPRR_002 . Late proposals will not be considered.

Annex B: IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

Annex C: Implementing Partners General Information Questionnaire

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

Call for Expressions of Interest Reference number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization's management or ownership have any affiliation to IOM that would result in a conflict of interest?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

B. ORGANIZATIONAL STRUCTURE

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff work in the country office/programme?	

Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles ?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	

Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	
D. FINANCIAL CAPACITY	
What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
Accounting system	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
Financial control	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	

Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Does the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

(Signature)

Name:

Position Title:

Date: