

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ 24-097

Date: 07 March 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of online training development for “Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming.

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:  _____

Name: Sara BALTAR

Title: Global Procurement Support Service Team Lead

Date: March 7, 2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	21/03/2024 @17:00hrs Manila time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: mscuprourement@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: RFQ 24-097 Company Name ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	The Quotation, as well as any and all related correspondence exchanged by the Supplier and IOM, shall be written in English language

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not permitted
Payment Terms	100% within 30 days after receipt of goods, <u>works and/or services</u> and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: Cindy Pedrosa E-mail address: cpedrosa@iom.int ; mscuprourement@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 18 March 2024
Evaluation method	The contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	12 April 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

A. Project Title

Online training development for *“Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming”*.

B. Project Description

The International Organization for Migration (IOM) is a leading agency in the Water, Sanitation and Hygiene (WASH) sector, providing WASH services in emergency and non-emergency responses worldwide. Within its mandate – and through a human rights-centered approach – IOM WASH promotes gender diversity, equality and inclusion, and mainstreaming of Gender-based Violence (GBV) considerations. These themes are integral to achieving quality WASH programming.

As part of IOM’s Safe from the Start (SftS) Project (“the Project”), the Global WASH Support Unit in HQ have developed a “Gender diversity, equality and inclusion, and GBV mainstreaming toolkit for WASH programming.” Version 1 of this toolkit is provided in Annex A, with version 2 available at the starting time of the consultancy. IOM also developed a face-to-face training curriculum for WASH practitioners to practically implement the toolkit.

In the next phase of the Project, IOM will transfer the face-to-face content to an online training delivery modality to enable the curriculum to be delivered in remote or hard to reach locations, and with IOM’s implementing partners, to ensure the toolkit reaches a wider audience. The overall aim is to enhance gender diversity, equality and inclusion, and GBV mainstreaming within WASH programming globally.

C. Scope of Services, Expected Outputs and Target Completion

The following key activities are expected to be undertaken by the Service Provider. All outputs will be required to be reviewed by IOM’s technical experts, with a maximum turnaround time of 15 calendar days. It is expected that proposal submission will include a more detailed implementation plan for each output. The training is expected to align to the IOM House Style Manual, the IOM Spelling List and the IOM Brand Guidelines to be provided following contracting.

Activities	Deliverables	Completion date	Total contract equivalent
Review of IOM's revised "Gender equality, diversity and inclusion, and GBV mainstreaming toolkit for WASH programming", face to face training curriculum, and IOM recommendations for online learning content. Consultations with missions with regional contextualization of learning resources and collection of contextualized case studies as required.	Online learning outline document including introduction, purpose of training, target audience, learning objectives, course structure, overview of modules and sub-structure of modules, and self-assessment as a minimum.	2 weeks from contract signature	10%
Development of draft detailed content including scripts, case studies, learning activities and tests. Refer to Annex B for more recommended course structure.	Online learning content	3 months from contact signature	20%
Development of online content in SCORM package form, including learning content and embedded videos, case studies, storyboards, and graphics. IOM will assess the feasibility of providing translated content to be included as optional additional languages for the online learning interface.	Online learning interface	4 months from contract signature	
Pilot testing and final online product launched.	Final online learning package	5 months from contract signature	70%

D. Institutional Arrangement

- The Service Provider will be directly report to the Project Manager.
- No progress reporting will be required, however IOM will provide feedback on all outputs, with a 15 calendar turnaround time for the Service Provider to incorporate IOM comments.
- The Service Provider shall liaise with relevant IOM missions as recommended by the Project Manager, for feedback and contextualization of the training content for different regional contexts.

E. Duration of the Work

- The expected duration of the work is 5 months from contact signature.
- This project is based on donor funding, therefore the project has a strict deadline of 31 August 2024.

F. Location of Work

- The services will be provided online, to HQ, Geneva, Switzerland. No travel or fieldwork will be required.

G. Qualifications of the Successful Service Provider at Various Levels

It is expected that the Service Provider have the below experience:

- Expertise in instructional design methodologies, adult learning principles, curriculum development, and learning management systems (LMS) for creating effective online training content.
- Proficiency in e-learning authoring tools and software for developing interactive and engaging online courses including SCORM.
- An understanding of the subject matter is an advantage, including an understanding of Water, Sanitation and Hygiene (WASH) practices and approaches, gender equality frameworks, diversity, and inclusion initiatives, and safe programming.
- Prior experience working with UN agencies, international NGOs, or other humanitarian organizations is highly advantageous.
- Ability to work effectively in diverse cultural contexts, demonstrate sensitivity to local customs, and adapt training content to specific cultural nuances and linguistic preferences.
- Strong project management skills to effectively plan, execute, and monitor online training developing, including timeline management and stakeholder coordination.
- Excellent communication skills, both written and verbal, to develop content as well as liaise with stakeholders and facilitate pilot feedback sessions.
- Dedication to delivering high-quality training content that meets the needs of the target audience and a willingness to incorporate feedback and iterate on content based on feedback.

H. Scope of Proposal Price and Schedule of Payments

- The bidder must include all costs in the computation of contract price.
- Payments will be made according to deliverables – 10% for the initial learning document outline, 20% for the draft content and 70% for the final online learning content.
- The final training content must be approved by the Project Manager prior to the release of payment.

I. Recommended Presentation of Offer

The offer should include:

- Understanding of the project.
- Experience and expertise of the Service Provider relevant to the ToR.
- Management structure and key personnel, including academic qualifications.
- Summary of proposed approach and implementation plan relevant to the required deliverables, including options and compatibility with different hosting platforms.
- Workplan.
- Financial breakdown.

J. Evaluation Criteria

Proposals will be evaluated according to the below weighted criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight
1.	Experience and expertise of Service Provider	20%
1.1	General organizational capability likely to affect implementation	10
	Financial stability	

	Strength of project management support Project management controls Quality assurance procedures	
1.2	Relevance of Specialized knowledge Experience on similar programme / projects	10
2.	Management structure and key personnel, including academic qualifications	20%
2.1	Well suited team structure	10
2.2	Key personnel with relevant academic qualifications and experience	10
3.	Proposed approach and implementation plan	60%
3.1	To what degree the bidder understands the task	5
3.2	To what extent important aspects of the tasks have been addressed in sufficient detail	5
3.3	Clarity of presentation	10
3.4	Sequence of activities and planning is logistical, realistic and propose efficient implementation to the project	40
Total		100%
Minimum passing score		70%

K. Annexes to the TOR

Annex A - Gender equality, diversity and inclusion, and GBV mainstreaming toolkit for WASH programming

Please see attached (pdf file). Note this document is under revision. The final toolkit will have slight changes, and will be provided at the start of the consultancy.

Annex B - Draft online learning module outline

- requires creation and/or regional contextualization
- pre-existing content, no modifications to content required

Module	% of total duration	Sub-topic	Suggested content and resources
GBV and WASH	25%	Introduction	Presentation of content
		Terminology	Exercise – match terminology with definitions
		Introduction to GBV and WASH	Presentation of content 2 x videos
		Gender and sex	Exercise – match sex and gender characteristics
		Power and privilege exercise	Exercise – who has privilege and power?
		Who is vulnerable?	Exercise – who is vulnerable?
			1 x video
		Types of GBV	Presentation of content 1 x video
		GBV risk mitigation strategy	Presentation of content 1 x video
		Local referral pathways	Presentation of content
		End of module summary and test	Test – GBV and WASH
GBV risk mitigation within WASH response management	20%	Introduction	Presentation of content
		Understanding and supporting GBV risk mitigation at the organizational level	Presentation of content 1 x video
		Understanding the context and designing appropriate WASH projects (P, GW)	Presentation of content Exercise – data collection Exercise community engagement Exercise – adaptive management
		End of module summary and test	Test – GBV risk mitigation within WASH response management
	30%	Introduction	Presentation of content

Core Attributes of WASH Projects that Mitigate GBV Risks		Menstrual hygiene	Presentation of content 1 x video
		Accessibility	Presentation of content 1 x video
			Exercise – accessibility
		Affordability	Presentation of content
			Exercise – affordability
		Safety and security	Presentation of content 1 x video
			Exercise – safety and security
		End of module summary and test	Test – core attributes for WASH facilities and services
Sustainability and Governance	10%	Introduction	Presentation of content
		Sustainability	Presentation of content 1 x video
		Governance	Presentation of content 1 x video
		Sustainability and governance	Exercise – sustainability and governance
		End of module summary and test	Test – sustainability and governance
Monitoring & Evaluation (M&E) and Learning	10%	Introduction	Presentation of content
		Project monitoring	Presentation of content
			Exercise – project monitoring indicators
		Learning, adapting and improving	Presentation of content 1 x video
			Exercise – learning, adapting and improving
		End of module summary and test	Test – Monitoring, evaluation and learning
Evaluation	5%		End of course self-evaluation

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	RFQ 24-097	Date:

VENDOR INFORMATION SHEET¹

Please see attach (pdf file) the latest vendor information sheet to be filled in and signed by the vendor

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ 24-097	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name Address: Phone No .: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address: