

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UA1-2023-873

Date: 07 June 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Developing a methodology for measuring programme impact on social cohesion

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: _____

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	16 June 2023, 23:59hrs EET +3 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 <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomkyivtenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: *.doc, *.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: 8MB ▪ Mandatory subject of email: UA1-2023-873_Developing a methodology for measuring programme impact on social cohesion ▪ 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 Click or tap here to enter text.
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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
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 <input type="checkbox"/> Other Vendor Information Sheet
Quotation validity period	Quotations shall remain valid for 90 (ninety) 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTs only or by line item, etc)</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Liswandi Jiranson E-mail address: iomkyivtenders@iom.int
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 email by 12 June 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
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	PO Services
Expected date for contract award.	26 June 2023
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

1. Project description and background

The International Organization for Migration (IOM) is dedicated to promoting humane and orderly migration for the benefit of all. It does this by promoting regular, safe, and orderly migration to the benefit of all.

The IOM Mission in Ukraine was established in 1996, when Ukraine became an observer state of IOM. In 2001, Ukraine requested membership in IOM, which was formalised with the Ukrainian Parliament's ratification of the IOM Constitution in 2002. In line with IOM's global strategy, IOM Ukraine aims to advance the understanding of the opportunities and challenges of migration in the Ukrainian context. Maximising those opportunities and minimising the challenges presented by migratory movements are the guiding principles of all activities and programmes the Mission is engaged in.

As part of its programming in Ukraine, IOM Ukraine delivers a range of Transition and Recovery initiatives. These projects focus their efforts on tackling the drivers of instability, by building resilient communities that are empowered to be drivers of peace and positive change, whilst protecting the rights and inclusion of all people within society and restoring the social fabric between and within communities. The Transition and Recovery team works to promote mutual understanding of various groups of the Ukrainian population with a particular focus on people at risk of exclusion and vulnerability. The TR portfolio is built around three programmatic pillars, namely (a) Community Engagement and Participation; (b) Veterans Reintegration; and (c) Peace, Security, and Human Rights.

The promotion of social cohesion stands as an overarching motif of IOM Transition and Recovery initiatives across the three pillars. Determining the impact of IOM programming on social cohesion is thus critical to facilitating learning, ensuring accountability to partners and beneficiaries, and ultimately to ensuring optimal future programming for the promotion of restored social fabric. As such, IOM seeks to carry out monitoring and evaluation exercises to better assess its impact on social cohesion. However, IOM Ukraine initiatives operate within a complex and dynamic environment, with a multitude of factors impacting interpersonal ties and dynamics, and thus social cohesion. Further, social cohesion is a contextually bound concept, which must be defined and determined in a manner that is appropriate to the specific context of Ukraine.

Provisionally, IOM considers that social cohesion programming may include initiatives towards the integration of internally displaced persons, returnees, veterans and their families, and other vulnerable sections of the population into the host community, as well as the reduction of discrimination and stigmatization, the presence of community-driven initiatives, the accessibility of basic social services for all people, and the fostering of improved safety in public and private spheres. However, the definition of social cohesion, as determined by communities and individuals, must be a critical part of how it is defined and measured. As such, IOM seeks to contract an external party to research, assess, and provide recommendations on a methodology for measuring programme impact on social cohesion.

2. Tasks to be performed under this contract

The service provider will carry out a combination of remote analysis and primary data collection via a third party in Ukraine. The below outlines the activities that will be implemented by the service provider:

Inception/Conceptualization

- Implement an **inception meeting** with IOM to launch the process.
- Conduct **desk research** related to the **definition of social cohesion** and **existing approaches to measure impact of programmes on social cohesion**, with a geographic focus on Ukraine.

- Design and submit a **methodology** for the collection, analysis, and utilization of primary data, including key informant interviews, in order to develop a **definition of social cohesion** which is grounded in the understanding of the Ukrainian population.
- Organize and deliver one verbal briefing/presentation regarding the above proposed methodology. This may be conducted remotely via Teams, or in person in Kyiv.

Testing and Validation

- Execute preliminary qualitative data collection (including focus group discussions) to **validate and adapt the hypothesis** defined in the inception report.
- Implement a **validation workshop** based on the results of the focus group discussions.
- Finalize the hypothesis and **develop the quantitative data collection instrument in English and Ukrainian.**

Quantitative Survey

- Implement 1 **training for enumerators** who will be conducting the primary data collection.
- Execute **primary data collection (including** in a variety of Oblasts in Ukraine, relating to the **definition of social cohesion** as perceived by the Ukrainian population.

Analysis and Reporting

- **Cleaning and analysis** of data to inform verbal briefing and report.
- Based on the findings of the desk research and primary data collection and analysis, identify a **working definition of social cohesion** as perceived by the Ukrainian population
- Based on the definition of social cohesion previously constructed, develop a **methodology to measure the impact of IOM programming on social cohesion** in the Ukrainian context.
- Organize and deliver one **verbal briefing/presentation**. This may be conducted remotely via Teams, or in person in Kyiv. This should summarize the aforementioned tasks.
- Delivery of **draft report**. This should include, at minimum, the following chapters:
 - Executive summary
 - Summary of secondary data review (desk research)
 - Analysis of primary and secondary data
 - Methodology used in the study, including management of ethical considerations
 - Recommendations on methodology for measuring impact of IOM programming on social cohesion
 - Specific proposed tool for measuring impact of IOM programming on social cohesion
 - Proposed approach for further testing of methodology and tool
 - Document outlining the strengths and limitations of the proposed methodology and tool for measuring impact of IOM programming on social cohesion
 - Questionnaire(s) used in the study
 - Fieldwork instructions and other supporting documents
 - Technical reports on data storage and collection
 - Annex: primary data (cleaned) collected during project (link to database acceptable)
- Delivery of a **final report**, based on IOM feedback relating to the draft report, above.

3. Tangible and measurable output of the work assignment

Service Provided	Responsible	Means of Verification	Frequency	Location	# Business days after commencement date
Inception/Conceptualization					
1 inception meeting with IOM	Service Provider	Meeting minutes	One-off	Remote (online)	+1
1 in-depth desk research and preliminary key informant interviews (minimum of 15)	Service Provider	References to the desk review in the detailed methodology document	One-Off	Remote	+15
1 detailed methodology (inception report) and delivery plan. Data collection tools must be provided in both Ukrainian and English.	Service Provider	Submission of Documents	One-off	Remote (email)	+ 40 days
1 verbal briefing/presentation regarding the methodology and delivery plan	Service Provider	Minutes and attendance	One-off	Remote (teams) or in person (Kyiv)	+ 45 days
Testing and Validation					
15 FGDs discussions (4-5 per oblast)	Service providers	FGD scripts	One-off	Ukraine*	+65 days
1 draft preliminary findings report outlining the refined hypothesis based on the FDG results	Service provider	Report	One-off	Remote (email)	+75
1 validation workshop of the hypothesis	Service provider	Training minutes or summary	One-off	Remote or in person	+80
1 quantitative data-gathering tool adapted according to the FDG results and the validation workshop of the hypothesis.	Service provider	Tool developed in English and Ukrainian	One-off	Remote (email)	+95
Quantitative Survey					
1 training for enumerators	Service Provider	Minutes and attendance record	One off	Remote (online meeting or in person training in Ukraine)	+100
Conduct individual interviews with key informants	Service Provider	Primary Data submission, as	1,750 interviews (or according	Ukraine*	+115

		part of final report.	with the sampling methodology)		
Analysis and Reporting					
Develop and submit one verbal briefing/ presentation	Service Provider	Minutes of presentation	One off	Remote (via Teams) or in person	+125
Develop and submit one draft report in Ukrainian and in English establishing the working definition of social cohesion in Ukraine and a methodology to measure the impact of IOM programming on social cohesion	Service Provider	Submission of documents	One off	Remote (email)	+135
Feedback on draft report	IOM MEAL Unit	Submission of email comments and/or edited documents	One off	Remote (email)	+145
Submit a revised final report in Ukrainian and English establishing the working definition of social cohesion in Ukraine and a methodology to measure the impact of IOM programming on social cohesion	Service Provider	Submission of documents	One off	Remote	+155

* See 'Geographic Parameters' below.

4. Geographic Parameters

Primary data collection should be carried out in Ukraine, across a variety of locations, so as to ensure that the concept of ‘social cohesion’ is grounded in the understanding of people in Ukraine.

IOM proposes that data is collected in each of the five areas below. The Service Provider is required to propose the Oblasts in which they will collect data. If the security situation deteriorates, the Service Provider is required to notify IOM so as to arrange an alternative location, or a means of remote data collection.

- **Area 1:** Kharkivska or Sumska oblast
- **Area 2:** Mykolaivska or Khersonska oblast
- **Area 3:** Dnipropetrovsk or Zaporizhska oblast
- **Area 4:** Lvivska or Vinnytska oblast
- **Area 5:** Kyiv City

In person data collection is preferred where possible.

5. Service arrangement.

The service contract would be implemented under the supervision of the M&E Officer based in Kyiv, Ukraine. The implementation of the contract would be monitored by IOM staff members who will provide quality assurance throughout the process.

6. Duration of the contract and Payment

155 days – or as defined by the service provider in the methodology.

The Service Provider is expected to submit a detailed narrative proposal outlining the activities to be implemented, a proposed timeline for implementation, and a financial proposal with a breakdown of all the cost envisaged for the delivery of the contract including all support costs and allowance for team members.

IOM aim to contract the company on the payment upon the completion of the services basic with the maximum flexibility of payment schedule as following:

- a. **30 %** will be paid as an advance payment of the contract
- b. **70%** upon submission of the final report in Ukrainian and English establishing the working definition of social cohesion in Ukraine and a methodology to measure the impact of IOM programming on social cohesion.

Concept Note submission

IOM is seeking to contract a qualified firm with 8+ years of experience in the implementation of monitoring and evaluation assessments and/or research. The firm must have the capacity to form a team of experts, including at least a lead researcher, project manager, qualitative researcher and quantitative researcher as well as a team of minimum 10 enumerators to conduct the data-gathering remotely to complete the activities.

The following criteria will be used to define the results.

- Technical review of the proposed activities: Does the technical proposal comply with IOM internal M&E and research standards, data protection protocols and policies and quality measures? (30% max)
- Time-effectiveness of implementation: Can the service provider deliver the desired activities within the established timeframe? (10% max)

- Quality of previous experience: Does the service provider have positive examples of similar experiences, including with other IOM mission? (20% max)
- Experience in similar assessments, availability of the staff with relevant expertise: Does the service provider implement similar activities in other contexts and have the necessary staff to carry out the activities proposed? (20% max)
- Operational capacity in Ukraine: Does the service provider have sufficient operational capacities in Ukraine to perform the activities? (20% max).

The company that gets less than 80 % out of 100% maximum for technical scoring will not be considered for further financial evaluation.

The abovementioned technical proposal should be accompanied by a financial proposal outlining the costs of the proposed activities. The financial proposal will be checked against the relevant prices.

In addition to the above-mentioned documents, the firms must submit the following documents:

- Evidence or reports for previous similar experiences and research projects.
- Evidence of previous experience with IOM in Ukraine and other contexts.
- Evidence or agreements with partners that would be engaged for the implementation of the assignment.

The CVs of the relevant staff who lead the assignment

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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

Please attach 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 checked="" 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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
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"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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.

<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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