



International Organization for Migration (IOM)  
The UN Migration Agency

**Reference No. : UA1-2019-054**

**BID BULLETIN NO. 054-03**

**Psychosocial support within the project “Life after conflict: community-based reintegration support for veterans of the conflict in Eastern Ukraine and their families”**

22 February 2019

The Bids Evaluation and Awards Committee of IOM Ukraine hereby issues Bid Bulletin No. 054-03 to answer the following request for clarifications:

1. **Question:** Is it necessary to send a separate annex with a list of similar projects implemented or currently implementing, or is it sufficient to list them in the proposal and in the Vendor Information Sheet?

**IOM’s Official Answer:**

According to the Instructions to Proponents regarding the preparation and submission of Proposal, Vendor Information Sheet shall include list of similar projects implemented or currently implementing. If the list of similar projects implemented or currently implementing is too long, please submit this list in separate annex to Vendor Information Sheet.

2. **Question:** The Instruction specifies, that the Proponents are required to submit the following information about their organization:
  - a. NGO Registration Date;
  - b. NGO Scope;
  - c. Number of Members;
  - d. Number of Employees (positions);
  - e. Number of Invited Professional Staff (positions), including volunteers, trainers, etc.;
  - f. NGO Staff Schedule: indicate governing and controlling bodies of the organization and their staff (including the board);
  - g. Number of Projects the NGO is currently implementing (specify the project, project donor and budget);
  - h. NGO Budget (at least for 2017 and 2018);
  - i. NGO Donors;
  - j. NGO Monitoring and Evaluation System;

- k. NGO Current System of Financial Control and Authorized Signatories Matrix.
- l. Shall this information fill out in the separate annex or include in the Vendor Information Sheet?

**IOM's Official Answer:**

According to the clause 10.2 the Proponent shall fill out all the required information in the proposal template. Specifically, proponents are required to submit the following information about their organization:

- a. NGO Registration Date
- b. NGO Scope
- c. Number of Members
- d. Number of Employees (positions)
- e. Number of Invited Professional Staff (positions), including volunteers, trainers, etc.
- f. NGO Staff Schedule: indicate governing and controlling bodies of the organization and their staff (including the board)
- g. Number of Projects the NGO is currently implementing (specify the project, project donor and budget)
- h. NGO Budget (at least for 2017 and 2018)
- i. NGO Donors
- j. NGO Monitoring and Evaluation System
- k. NGO Current System of Financial Control and Authorized Signatories Matrix
- l. NGO Current Reporting System
- m. Resume of the Key Staff (Form PPF-3)
- n. Three Reference letters from client companies/organizations clearly describing positive experience and recommending the Proponent for conduction of training activities

The following list is part of an NGO profile, but an inexhaustible request for information to be provided along with Vendor Information Sheet (VIS). If this request for information is partly duplicated in the VIS, please indicate in the relevant sections of the VIS that the information is provided in the Annex - NGO Profile.

- 3. Question:** What is the indicative project budget?

**IOM's Official Answer:**

According to the internal instructions<sup>6</sup> the International Organization for Migration does not disclose information to the Tender Participants and / or third parties about the project budget.

- 4. Question:** Request for clarification related to Vendor Information Sheet: Should we indicate the number of years in the section "Number of Years in business"?

**IOM's Official Answer:**

Yes. The section "Number of Years in business" specifies the number of years in business of the Company/ NGO.

- 5. Question:** Who is responsible for the involvement of beneficiaries (veterans) at local level: NGO or 60 selected psychologists?

**IOM's Official Answer:**

Involving of beneficiaries (veterans) at local level will be the task of a selected psychologist who will work in a specific community.

- 6. Question:** Please provide clarification on difference between Technical staff and Administrative staff (Vendor Information Sheet)?

**IOM's Official Answer:**

Technical staff is the staff directly involved in the project implementation (eg: psychologists, trainers, project specialists / assistants, etc.).

Administrative staff is the staff who performs administrative and managerial functions in the project, which are related to the registration of documents, reporting, financial and accounting operations (eg: manager, accountant, assistant, etc.)

- 7. Question:** Instruction specifies that the Proponents should be non-governmental organizations (NGO) registered with the appropriate government agencies. What is NGO?

**IOM's Official Answer:**

According to the clause 3.1 (Eligible Proponents) Proponents should be non-governmental organizations (NGO) registered with the appropriate government agencies and duly operate in the territory of Ukraine in accordance with the current Ukrainian legislation. Proponents must submit copies of their government registration documents. For more detailed information, please refer to <https://zakon.rada.gov.ua/laws/main/index> .

**Bids Evaluation and Awards Committee  
IOM Ukraine**