



IOM International Organization for Migration
 OIM Organisation Internationale pour les Migrations
 OIM Organización Internacional para las Migraciones

International Organization for Migration, Mission in South Sudan
 New Industrial Area, Northern Bari, Juba, South Sudan

INVITATION TO SUBMIT EXPRESSION OF INTEREST

9 March 2018

The International Organization for Migration (IOM) is an inter-governmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

In the framework of the project *Beyond Bentiu Protection of Civilian Site (PoC) Youth Reintegration Strategy: Creating Conditions for Peaceful Coexistence between Youth Internally Displaced Persons (IDPs), Returnees and Host Community Members*, IOM now invites Expression of Interest from national non-governmental organizations (NNGOs) for the implementation of the a livelihood project for youth in Bentiu and Rubkona towns and Bentiu PoC.

This document contains instructions on the preparation and submission of the Application Document including Annex A: Applicant's Information, Annex B: Project Proposal Template and Annex C: Project Budget Template

1. The completed Application Document, including Proposals and supporting documents should be emailed to: issjp@iom.int copying ysirak@iom.int or physically delivered to the IOM Sub-Office in Bentiu or IOM Main Office in Juba in a sealed envelope on or before **30 March 2018 at 4:00 pm** South Sudan local time. Late bids will be rejected. Only one submission per organization is allowed.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the NNGO (See Annex D – Terms of Reference).
3. The Application must be submitted on one original and one copy and envelop 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, title of the Project “PBF Youth Reintegration Project” and name of the NNGO.
4. The Application must be submitted in the English language and in the format prescribed by IOM (See Annex A – Applicant's Information, Annex B–Project Proposal Template and Annex C–Project Budget Template). All required information must be provided, responding clearly and concisely to all the points set out. Application details including

Annex D – ToR, Annex E-Cross-cutting issues and Annex F – Data Protection can be found at <https://www.iom.int/procurement-opportunities?destination=procurement-opportunities> or <https://www.ungm.org/Public/Notice> or collected from IOM Sub-Office in Bentiu or IOM main office in Juba. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.

5. The Application Document should comprise of Applicant's Information (Annex A), the Project Proposal (Annex B) and Project Budget (Annex C). In addition, the Application Document should also include:
 - Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate;
 - Organizational Profile, Organizational chart and detailed CVs for key management and technical personnel in the Organization
 - Financial Statement and External Audit Statement for the last three years
6. NNGOs requiring any clarifications on the content of this document may notify the IOM in writing at the following address: issjp@iom.int copying ysirak@iom.int IOM will respond to any request for clarification received on or before 23 March 2018 5:00pm
7. Only eligible and qualified NNGOs based on the below criteria shall be invited to participate in the bidding/tender process. Applications shall be evaluated in accordance with the following criteria:
 - a. Registered nationally as a humanitarian, development and/or non-profit organization and possession of a valid registration certificate;
 - b. Established sectoral competence and experience in the area of potential intervention to be supported by the grant;
 - c. Established geographical presence in Bentiu and Rubkona towns and the PoC
 - d. Able to meet standards of financial probity acceptable to IOM/UN;
 - e. Capacity to meet M&E and reporting requirements established by IOM;
8. 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.
9. The NNGO 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.
10. All information given in writing to or verbally shared with the NNGO in connection with this Request for EoI is to be treated as strictly confidential. The NNGO shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the NNGO is successful.
11. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected NNGOs or any obligation to inform the affected NNGO of the ground for IOM's action.

Very truly yours,

William Barriga
Chief of Mission, IOM