



Application Form

IOM invites Private Sector companies and Non-Governmental Organizations to apply for a grant to takeover a traditional craft enterprise in Dahuk Governorate.

More details are provided in the Terms of Reference (Section I).

The RFP includes the following documents:

- Section I. Description
- Section II. Instructions to Applicants

The Proposals must be submitted to IOMIRAQBIDS@iom.int and Alessandra Contigiani ACONTIGIANI@iom.int no later than **5.00 pm on Monday, 9 April 2018**. Proposal can be also submitted to Alessandra Contigiani and Firas Shweiki in a paper form through any of IOM staff members.

No late proposal shall be accepted.

IOM shall notify the successful private sector company representative via e-mail seven (7) working days of the bids unfolding.

Proposals submitted after the above deadline will not be considered. IOM reserves the right to reject the whole or part of any or all Bids based on the fulfilment of the provisions described in the Section II. Service Provider which does not receive notification before **16 April 2018** can consider their bids unsuccessful.

IOM Iraq

Procurement Unit

Section I – Description

1. Background Information

IOM is looking for a business partner (“Partner”) to take over its newly established wool spinning and rug weaving enterprise (“Enterprise”) in Sumel, Dahuk. The enterprise will provide full and part-time employment to a minimum of 30 female employees (“Employees”) selected and trained by IOM prior to the partner engagement. The project aims also at preserving Kurdish and Yazidi wool spinning and carpet weaving heritage that used to be widely appreciated and recognized regionally.

Partner will be responsible for day-to-day management of the facility, its business operations and will be fully responsible for the overall revenues, and the provision of salaries. Partner will be also responsible for marketing and expansion of the business operations. The grant (“Grant”) includes a 10-year lease, starting from the 1st of June 2018, of a newly constructed workshop of a total size of 250 m², located in Sumel district, Dahuk. The workshop will comprise of a carpet weaving station, design room, an admin room, storage rooms and a yarn dyeing station. Wool spinning process will be home-based.

The equipment including looms and dyeing basins will be installed in the facility prior to the start day of lease.

Applicants should specify the salary rate that they intend to pay to the employees and any financial support requested from IOM in Annex C. Note that IOM can contribute financially in the initial 6 months of the project only. Any request for IOM funding should be justified by an appropriate cost break-down.

Upon entering the contractual agreement with IOM, the selected partner will obtain following benefits:

1. Managerial authority of the enterprise;
2. 10-year lease of the business premises (250 m²) located in Sumel, Dahuk;
3. Provision of 30 female employees trained in wool processing and rug weaving (Iranian carpets);
4. Fully equipped workshop area (wool processing and kilims weaving);
5. 18-month mentorship programme;

For the duration of the agreement between IOM and selected partner, he/she commits to:

1. Mentorship
IOM will provide mentorship for 18 months starting from the day of the partner engagement. Mentorship includes monthly review of financial accounts, cashflow and other business operations. IOM will also assist in marketing, business networks and building initial customer market.
2. Provision of employment to 30 selected employees
Partner is obliged to provide full and part-time employment to 30 trained women selected by IOM for a period of at least 18 months. It’s possible to terminate an employee after presenting a valid justification to IOM. Any decision must be taken after IOM’s approval.
3. Business Development

Partner has right to diversify the enterprise operations if wool products remain the main focus area. The partner is encouraged to find business linkages between the enterprise and her/his own venture.

4. Contract

Grantees will enter into a binding contract with IOM. The contract will commit the partner to comply with all the conditions listed in this document. IOM will monitor the enterprise for the initial 18 months. Following this time, IOM will outsource a local NGO to conduct monitoring of labour conditions in the facility. Selected NGO will be capacitated by IOM staff, and will receive clear guidelines and tools to be used during monitoring activities. Data collected will be reported to IOM. By signing the contract, Partners agree that IOM may monitor employee records and undertake other verification activities to be sure that the Partner is employing IOM beneficiaries. If the Partner does not fulfil the conditions of the contract, IOM may reclaim materials provided under the grant or seek legal remedies to ensure contract compliance.

Section II - Instructions to Applicants

1. Timeframe and deliverables

The engagement process will follow below workplan.

Indicative timeframe	Expected output
19 March 2018	IOM call for proposals published
9 April 2017	Submission of detailed technical and an all-inclusive budget applications from interested firms to IOM
9-16 April 2018	Applications screening and business partners interviews
1 May 2018	Contract signed by both parties
1 June 2018	Engagement of the business partner
1 June 2018 – November 2019	IOM Mentorship

1. Submission of application

Applications should be submitted no later than **9 April, 2018**, and should include the following documents:

Company profile (Annex A);
A detailed description of how IOM workshop will complement the business partner's firm (Annex B);
Proof of Registration;
Budget/Cash flow (Annex C);
List of branches, if any.

2. Requirements

IOM's preference is for private sector companies and NGOs. The selected firm/NGO should possess the following minimum qualifications and provide references as follows:

- Company/NGO profile: wool processing and products, textiles, carpet&kilim, home accessories, fashion and accessories, traditional craft; other possible;
- A minimum of 1 year operational track record;
- Previous experience in wool and carpet sector is an advantage;

3. Governance Arrangement

This assignment will be coordinated between a company representative and a designated IOM program staff.

4. Negotiations

4.1. Contract negotiation is expected to take place no more than one week after notification of the successful private sector representative.

4.2. Negotiation will include discussion and finalization of:

- a) Cashflow and benefit distribution;
- b) Beneficiary Employment Rights and Conditions;
- d) the scope of mentorship;
- and g) the contractual terms.

All agreements coming out of the negotiations will be incorporated into the contract.

5. Award of Contract

5.1 Following negotiations, the contract will be awarded to the selected Private Sector Representatives on 1st of December. Private Sector Representatives which do not receive notification before the **16 April 2018** can consider their bids unsuccessful.

6. Confidentiality

6.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Private Sector Representatives who submitted Applications or to other persons not officially concerned with the process.

6.2 IOM shall not disclose any information in the application to any third party. IOM will however archive all applications for auditing purposes.

Annex A – Company Profile

Q1. Company/NGO Name:	
Q2. Number of years in operations	
Q3. Company/NGO HQ location:	
Q4. Registration number of the business	
Q5. Date of registration	DD/MM/YY
Q6. Name of the owner:	
Q7. Number of branches:	
Q8. Geographical coverage	<input type="checkbox"/> KRI <input type="checkbox"/> National <input type="checkbox"/> Regional
If national, specify governorates:	<input type="checkbox"/> Anbar <input type="checkbox"/> Kirkuk <input type="checkbox"/> Diyala <input type="checkbox"/> Baghdad <input type="checkbox"/> Salah al Din <input type="checkbox"/> Ninewa <input type="checkbox"/> Karbala <input type="checkbox"/> Najaf <input type="checkbox"/> Babylon <input type="checkbox"/> Basrah <input type="checkbox"/> Thi-Qar <input type="checkbox"/> Missan <input type="checkbox"/> Muthanna <input type="checkbox"/> Wasit/Qadissiya
If regional, specify countries	MENA: <input type="checkbox"/> Turkey <input type="checkbox"/> Iran <input type="checkbox"/> Jordan <input type="checkbox"/> UAE <input type="checkbox"/> KSA <input type="checkbox"/> Syria <input type="checkbox"/> Lebanon <input type="checkbox"/> Oman <input type="checkbox"/> Europe <input type="checkbox"/> North America <input type="checkbox"/> South America <input type="checkbox"/> Australia
Q9. Sector of operations	<input type="checkbox"/> Wool <input type="checkbox"/> Carpets <input type="checkbox"/> Home Accessories <input type="checkbox"/> Furniture <input type="checkbox"/> Fashion and Accessories <input type="checkbox"/> Handcraft <input type="checkbox"/> Other (specify)
Q10. Type of operations	<input type="checkbox"/> Retailer <input type="checkbox"/> Producer <input type="checkbox"/> Exporter <input type="checkbox"/> Importer <input type="checkbox"/> Dealer <input type="checkbox"/> NGO
Q12. How many full-time individuals does your company/ NGO employ	
Q13. How many part-time individuals does your company/ NGO employ	
Q14. Provide the following financial details of the business (only for private business and social enterprise):	<p>a. Sales in the first year _____</p> <p>b. Sales in the current year _____</p> <p>c. Sales forecast for next year _____</p> <p>d. Paid-in capital of the company _____</p> <p>e. Bank Name and address _____</p> <p>f. Net worth of assets _____</p> <p>g. Annual profits minus taxes _____</p> <p>h. Amount of taxes paid _____</p>

Q15. Please provide the marketing information in the following categories (only for private business and social enterprise)	<p>a. Types of products sold</p> <p>_____</p> <p>b. Types of services sold</p> <p>_____</p> <p>c. Types of customers targeted</p> <p>_____</p> <p>d. Customer age group</p> <p>_____</p>
Q16. Any additional information	

Annex B

For IOM purpose, only.

How is IOM project going to complement your business (max.400)
What kind of new products are you planning to launch? (max.200)

Annex C – Budget and cashflow

Please fill in the attached budget template and submit to IOM. Specify what will be your own contribution and what will be the contribution required from IOM. Note that IOM can contribute financially in the initial 6 months of the project only.