



International Organization for Migration (IOM)
The UN Migration Agency

IOM MISSION – BURUNDI

CALL FOR EXPRESSION OF INTEREST

1 **Timeline**

Call for Expression of interest ID #	2021-8-IP
Posted (date)	August 13 2021
Clarification Request Deadline	August 23 2021
Application Deadline	August 27 2021
Notification of Results	September 10 2021
Implementation Start Date	TBC
Implementation End Date	TBC

2 **Locations**

Various Locations - Burundi

3 **Sector(s) and area(s) of specialization**

Transition and Recovery Division – We are seeking prospective Implementing Partner/s for the implementation of reintegration activities designed to ensure early recovery and sustainable transition for returnees and internally displaced persons (IDPs) into their new communities.

4 **Issuing Agency**

IOM

5 **Project Background**

Since the inauguration of a new government in Burundi following elections in May-June 2020, there is an improvement of the political and security situation in the country. This has contributed to the voluntary return of a considerable number of refugees from neighboring countries to their provinces of origin and others continue to express willingness to return home. This puts pressure on host communities to absorb returnees and can contribute to secondary displacement of IDPs – already significant throughout the country because of natural disasters.

A strong focus on early recovery provides medium-term solutions to those most vulnerable people who were negatively affected by a disaster or due to displacement. A community-based, gender-sensitive, disabled-sensitive and “bottom up” approach to improve livelihoods, deliver quick impact projects, and facilitate cash-for-work can relieve some of the initial stressors and shocks that communities routinely face. The use of a small grants’ mechanism provides the flexibility for programming on a wide range of issues to address the needs of the community as identified and prioritized by them. In many cases, when there are high numbers of IDPs or returnees due to natural disasters, it is difficult for host communities to absorb them. This is particularly pertinent in resource-poor settings where access to employment can be difficult, and an inclusive community approach will help rebuild community and social linkages by sharing resources and income-generating activities. The projects will be

implemented using unskilled labor provided by the community. This creates a system whereby the space is created for dialogue and cooperation in the planning phase, community members including IDPs and host communities are engaged in Cash-for-Work (CfW) during the implementation phase, and community committees are tasked with maintenance and sustainability of the projects. This process contributes to peacebuilding, community cohesion and serves as a mitigation mechanism to instability.

6 **Expected Results**

Quick Impact Projects are implemented using a Cash for Work modality with a total of 4,000 direct beneficiaries.

1,500 beneficiaries are engaged in entrepreneurship and mentorship programs.

75 % of community members engaged in the activities understand the methodology of the community stabilization program.

75 % of community members engaged in the activities have a more positive perception of the social cohesion within the community after the end of the project.

7 **Indicative Budget**

TBC

8 **Other Information**

See below information in the TERMS of REFERENCE

9 **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	Relevance of proposal to achieving expected results; Expertise on life skills, budgeting skills as well as, communication, negotiation, and participation skills; Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; Adequacy and clarity of proposed budget (including contribution by CSO); Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors	60
Sustainability of intervention	Experience in partnering with key institutions related to youth and adolescent participation and development; National and Local experience, presence and community relations; Management ability; Sustainability of intervention.	20
Other	Replicability/scalability; Gender mainstreaming skills to apply during implementation of the programmes; Innovative approach	20

10 **Attachments**

Description	URL
ANNEX A – Terms of Reference	See below
ANNEX B - Implementing Partner References Checklist	See below
ANNEX C - Implementing Partners General Information Questionnaire	See below
ANNEX D - Concept Note Template	To be shared for those interested

ANNEX E - Financial and Narrative Reporting Templates	To be shared for those interested
ANNEX F - Project Implementation Agreement Template	To be shared for those interested

12 For more information on this partnership opportunity, and to apply, please visit

<https://www.iom.int/procurement-opportunities>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing Mr. Elizardo GALANG, Procurement and Logistics Officer, sending email to egalang@iom.int

Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at [IOM Burundi avenue Ririkumutima 13, Kabondo west, Bujumbura, Burundi] no later than August 27, 2021 at 1400h ONLY. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in 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 and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and
 - c. Any other relevant documents
6. 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.

7. The Implementing partner 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.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
10. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
11. The Implementing Partner by submitting an application gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
12. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be include in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

Terms of Reference

Introduction
<p>The IOM Burundi’s Transition and Recovery Division is seeking prospective Implementing Partners for the implementation of reintegration activities designed to ensure early recovery and sustainable transition for returnees and internally displaced persons (IDPs) into their new communities.</p>
Background
<p>Since the inauguration of a new government in Burundi following elections in May-June 2020, there is an improvement of the political and security situation in the country. This has contributed to the voluntary return of a considerable number of refugees from neighboring countries to their provinces of origin and others continue to express willingness to return home. This puts pressure on host communities to absorb returnees and can contribute to secondary displacement of IDPs – already significant throughout the country because of natural disasters.</p> <p>A strong focus on early recovery provides medium-term solutions to those most vulnerable people who were negatively affected by a disaster or due to displacement. A community-based, gender-sensitive, disabled-sensitive and “bottom up” approach to improve livelihoods, deliver quick impact projects, and facilitate cash-for-work can relieve some of the initial stressors and shocks that communities routinely face. The use of a small grants’ mechanism provides the flexibility for programming on a wide range of issues to address the needs of the community as identified and prioritized by them. In many cases, when there are high numbers of IDPs or returnees due to natural disasters, it is difficult for host communities to absorb them. This is particularly pertinent in resource-poor settings where access to employment can be difficult, and an inclusive community approach will help rebuild community and social linkages by sharing resources and income-generating activities. The projects will be implemented using unskilled labor provided by the community. This creates a system whereby the space is created for dialogue and cooperation in the planning phase, community members including IDPs and host communities are engaged in Cash-for-Work (CfW) during the implementation phase, and community committees are tasked with maintenance and sustainability of the projects. This process contributes to peacebuilding, community cohesion and serves as a mitigation mechanism to instability.</p>
Objective
<p>The objective of the activities is to contribute to the longer-term support, reintegration, recovery and resilience of returnees, IDPs, and their communities. This will consist of improvements to beneficiary access to basic services and provision of income generating activities, which will help facilitate their reintegration into society. If returnees, IDPs and host communities are supported through the reintegration process, they will become more resilient to the shocks and stressors that occur. IOM’s strategy to use vulnerability criteria for the selection of beneficiaries will ensure that those most in need will benefit from the project including female headed households, pregnant women, and people living with disabilities. This approach coupled with a participatory, inclusive and transparent process aims to foster bottom-up decision making, community ownership, and social cohesion.</p>
Proposed interventions
<p>Implementation of community-identified short-term projects through a platform of participatory engagement. A wide range of community activities will to be implemented based on community priorities, which could include: agriculture (i.e. irrigation canals, drainage, watershed protection to alleviate flooding), public infrastructure (school rehabilitation, water tanks, public parks), environmental (i.e. reforestation), disaster risk reduction (DRR) (i.e. terracing, soil conservation) or community cohesion (i.e. sporting events, theatre, debates).</p>

<p>Implementation of entrepreneurship and livelihood training focused on engaging closely with returnees to support them with opening their own businesses and teaching skills such as how to conduct a feasibility study, how to manage financial and human resources, and how to develop a business plan. The type of livelihood activities will be selected by the individual participants and the final decisions will be evidence based following the outcome of feasibility studies. Examples including sewing, cooking, mechanics, and hairdressing. Start-up kits tailored to the chosen business should be provided coupled with mentorship opportunities and practical experience, where appropriate.</p>
<p>Overarching Outcomes:</p>
<p>Vulnerable IDPs, returnees and host communities have enhanced absorptive capacities, which contributes to community stabilization and peacebuilding.</p>
<p>Expected results</p>
<p>Quick Impact Projects are implemented using a Cash for Work modality with a total of 4,000 direct beneficiaries.</p> <p>1,500 beneficiaries are engaged in entrepreneurship and mentorship programs.</p> <p>75 % of community members engaged in the activities understand the methodology of the community stabilization program.</p> <p>75 % of community members engaged in the activities have a more positive perception of the social cohesion within the community after the end of the project.</p>
<p>Impact</p>
<p>The activities are expected to improve the absorption capacities of communities with a large influx of IDPs and returnees. This is done through improvements in the access to basic services, income generating activities, and activities to enhance social cohesion.</p>
<p>Partnerships and collaboration</p>
<p>N/A</p>
<p>Proposed timeline:</p>
<p>The activities are to be implemented during a 7-month period.</p>
<p>Qualification and experience</p>
<ul style="list-style-type: none"> - Demonstrated understanding of deliverables, timelines, and budget - Demonstrated local knowledge and experience working in areas with high numbers of returnees and IDPs in Burundi - Previous experience implementing similar community-based projects in Burundi - Expertise in entrepreneurship and livelihood programming - Understanding of risks or complications and how the partner would overcome those challenges.
<p>Submission of the project proposal</p>
<p>AUGUST 27 2021</p>
<p>Place and deadline for submission of the project</p>
<p>IOM Main Office, Bujumbura, Burundi / AUGUST 27 2021</p>

IOM Call for Expression of Interest ID#: 2021-8-IP

Implementing Partners General Information Questionnaire

Call for Interest ID number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. IO/iNGO, NGO, etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
Who has influence over the organization?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

B. ORGANIZATIONAL STRUCTURE

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff members work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	

C. EXTERNAL ENGAGEMENT AND INFLUENCE

Networks and coordination

Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	
D. FINANCIAL CAPACITY	

What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
Accounting system	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
Financial control	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	

E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization uses ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date