



International Organization for Migration (IOM)

The UN Migration Agency

IOM LONDON - 11 Belgrave Rd, Pimlico, London SW1V 1RB

INVITATION TO SUBMIT EXPRESSION OF INTEREST (EOI)

16 January 2019

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

In the framework of Safety Support and Solutions in the Central Mediterranean Route Phase II, a programme funded by the UK Department for International Development (DFID), IOM now invites Expressions of Interest (EOI) from research institutions or consortia for the provision of a large scale, 21-24 month study (including a 3-6 month inception period) in Gambia, Guinea and Senegal on “*How and to what extent development interventions affect people’s migration aspirations, decision and movement, and on what timetable?*” The research will require analysis at the individual, household and community levels and will explore ongoing and new interventions and their effect on migration decision making. While the research will take place in each of the three countries, the study will not necessarily be the same in all three countries. The research will produce peer-reviewed papers, policy briefs and regular context reporting. IOM is particularly interested in partners with the appropriate language competency, ground reach and academic experience in the subject matter. IOM also will be interested to hear from partners with experience of using research to informing ongoing programming. The research partner will not just act as the lead on research, but also will take on the learning/critical friend function and will work with multiple stakeholders across the programme.

We anticipate the approximate budget to be between *one million two hundred thousand Sterling Pound to one million six hundred thousand Sterling Pound (GBP1,200,00.00 – GBP1,600,00.00)*. The final contract amount will be determined after technical and commercial evaluation of the Request for Proposal (RFP).

Those who qualify will receive the full research Terms of Reference (TOR) and be invited to a pre-bids conference to discuss the programme in more detail. Interested pre-qualified Service Providers will then be asked to submit a full proposal. The procurement period will be from January to March/April 2019.

The Expression of Interest shall contain information on the following a.) range of relevant services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the Service Provider in similar

assignments including a list of major clients served and d.) other relevant information. For more information on the full criteria, please see the full Expression of Interest (EOI) below.

On the basis of the above information, IOM shall draw up the shortlist of Service Providers from those who have submitted EOI, including eligibility documents. The criteria and rating system for short listing shall be a nondiscretionary “pass/fail” criterion. Only shortlisted Service Providers will be invited to submit technical and financial proposals.

The Expression of Interest shall be submitted in original and duplicate copy either by hand or through mail to IOM with office address at *11 Belgrave Rd, Pimlico, London, SW1V 1RB* or can be submitted to *iomukprocurement@iom.int* no later than *03 February 2019 2359 GMT*.

Interested Service Providers may obtain further information from IOM at the above office address or by sending their questions to *iomukprocurement@iom.int* before *24th January 2019 2359 GMT*. IOM will respond to any request for clarification received by *25th January 2019 2359 GMT*.

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

Regards,


Tauhid Pasha
Snr Programme Coordinator
Safety Support and Solutions in the Central Mediterranean Route
IOM UK

IOM is encouraging service providers to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



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The current approximate budget is between *one million two hundred thousand Sterling Pound to one million six hundred thousand Sterling Pound (GBP1,200,00.00 – GBP1,600,00.00)*. The final contract amount will be determined after technical and commercial evaluation of the Request for Proposal (RFP).

Those who qualify will receive the full research Terms of Reference (TOR) and be invited to a pre-bids conference to discuss the programme in more detail. Interested pre-qualified Service Providers will then be asked to submit bid. The procurement period will be from January to March/April 2019.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder’s Information and Annex A 1: Vendor Information Sheet (VIS) and Supplier’s Code of Conduct.

A. Registering as a Vendor with UNGM

Service Providers interested in participating in this EOI must be registered with UNGM. Visit www.ungm.org for full registration information. This is a short online process.

B. EOI Application Process

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at *11 Belgrave Rd, Pimlico, London SW1V 1RB* no later than *03 February 2019 2359 GMT*. Alternatively, the application may also be submitted via electronic mail to email address *iomukprocurement@iom.int*. File size more than 5MB must be compressed or sent in batches. Late Applications will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Service Provider.
3. The Application must be submitted in the English language and in the format prescribed by IOM. 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 Request for Expression of Interest may be rejected.
4. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. A copy of this Request for Expression of Interest duly signed on all pages by the Service Provider's Authorized Representative; and
 - c. Duly Accomplished Annex A (including A1) with All requested information.
5. Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the above address or using the email *iomukprocurement@iom.int* by *24th January 2019 2359 GMT*. IOM will respond to any request for clarification received by *25th January 2019 2359 GMT*.
6. Applications shall be evaluated in accordance with the following criteria:
 - a. Capacity
 - b. Track Record and Experience
 - c. Technical Expertise
 - d. Financial Strength

Only eligible and qualified Service Providers based on above shall be invited to participate in the full bidding/tender process.
7. 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.
8. The Service Provider 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.

9. All information given in writing to or verbally shared with the Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Service Provider 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 Service Provider is successful.

10. 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 Service Providers or any obligation to inform the affected Service Providers of the ground for IOM's action.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

- Use Annex 1A – Vendor Information Sheet (VIS) along with the Supplier’s Code of Conduct
- **Provide certified copies**

TABLE 2 – VENDOR TYPE and GENERAL QUALIFICATION

- The Service Provider must have specialization and experience of 10 years in the area of Research.
- **Provide documentary evidence**

TABLE 3 – GENERAL SERVICE PROVIDER EXPERIENCE IN LAST THREE YEARS

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (**Provide evidence**)

TABLE 4 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client
- Description of works
- Contract Amount

Remarks (**Provide evidence**)

Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.

TABLE 5 – ONGOING CONTRACTS

- Client
- Description of Contracts
- Location
- Amount
- % of Completion

Remarks (**Provide evidence**)

TABLE 6 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount

Remarks (**Provide evidence**)

IOM does not provide payments upfront. Please provide proof of financial competency and audited financial statements for the last three financial years.

TABLE 7 – LIST OF PERMANENTLY EMPLOYED STAFF

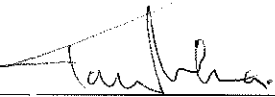
- Name
- Designation Qualification
- No. of Years of Experience

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

TABLE 8 – ANY OTHER INFORMATION

In addition to the required information, Service Providers may provide brochures and other related documents.

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:

TAUHQD PASHA  17/1/19
Name/ Signature/ Date