



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

IOM Ukraine  
8, Mykhailivska Street, Kyiv, 01001, Ukraine

## INVITATION TO SUBMIT PROPOSALS

No: [UA1-2018-336](#)

Date: [28.06.2018](#)

The International Organization for Migration (hereinafter called **IOM**) intends to engage qualified non-governmental organizations (NGOs) to submit expression of interest as Implementing Partners for the project *“Critical winterization and livelihoods support to the most vulnerable communities in Eastern Ukraine”*.

The project will be implemented given the availability of funding.

IOM now invites NGOs operating on non-government controlled areas of Donetsk Oblast of Ukraine to submit Project and Budget Proposal on project aimed at winterization support to vulnerable IDPs, returnees and other conflict-affected communities in the East of Ukraine *through services on distribution of winterization kits for social institutions*.

Detailed information is provided in the Terms of reference. Budget should be submitted **in Ukrainian Hryvnias**.

The Implementing Partners will be selected under the Quality/Cost-Based Selection procedures described in this Request for Proposal (RFP).

The RFP includes the following documents:

- a. Invitation to Bid
- b. Instruction to Proponents
- c. Annex 1 – Terms of Reference
- d. Annex 2 – Vendor / NGO Information Sheet
- e. Annex 3 - Code of Conduct for Suppliers / NGOs
- f. Annex 4 – List of Implemented Propjets
- g. Annex 5 – Technical Proposal Template
- h. Annex 6 – Budget Proposal Template
- i. Annex 7 – Project Implementation Agreement

The Proposals must be delivered by hand or through mail on or before **14:00 on July 13, 2018**, to the one of the following addresses:

In government controlled area:  
*International Organization for Migration (IOM)*  
*Mission in Ukraine*

8 Mykhailivska St.  
Kyiv, 01001  
Attn. of Anastasiia Dan

In non-government controlled area:

IOM Donetsk Field Office  
UN Common Premises  
1a Polotska Str.  
Donetsk  
Attn. of Elena Kutsel

Be sure to send additionally a complete electronic version of the application (scanned copies of all the documents) to the address [iomkievtenders@iom.int](mailto:iomkievtenders@iom.int) before the indicated deadline - **14:00 on July 13, 2018**.

Please, indicate clearly in the subject line of an e-mail and on the envelope with the project proposal the tender number:

*UA1-2018-336 – Distribution of winterization kits for social institutions, [NGO's name]*

**Applications submitted after the deadline shall not be accepted.**

The application submitted for participation in the competition should include the following documents:

1. *Technical Proposal (TPF-1 form);*
2. *Budget Proposal (BPF2 form), certified by signature and stamp;*
3. *Completed and signed Vendor / NGO Information Sheet;*
4. *Signed Code of Conduct for Suppliers / NGOs;*
5. *Completed and signed List of Implemented Projects;*
6. *CVs of staff engaged in project implementation;*
7. *Copies of the registration and constituent documents of the NGO;*
8. *Copies of the financial statements submitted in 2017-2018.*

**Inquiries by e-mail:** [iomkievtenders@iom.int](mailto:iomkievtenders@iom.int). The subject of an email for inquiry should contain the following: *UA1-2018-336 - question on request for proposals to the attention of Anastasiia Dan.*

The selection process of the project implementing partners will be carried out during the period defined after confirmation of funding, and may include a personal meeting with the staff of the organization in the IOM mission.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to agreement award, without thereby incurring any liability to affected selection participants and Implementing Partners.