



International Organization for Migration (IOM)  
The UN Migration Agency

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

## INVITATION TO SUBMIT PROPOSALS

No: **UA1-2018-409**

Date: **22.08.2018**

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 *“Essential Relief and Early Recovery Support to Vulnerable Returnees, IDPs and Other Conflict-Affected 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 *promoting self-employment as livelihood opportunity* among the most vulnerable groups of population, affected in the result of the conflict in the East of Ukraine, ***by developing business skills and allocating in kind grants.***

The Request for Proposal (RFP) containing rules, requirements for documentation, instructions for the Proponents, terms of reference and standard forms may be received by forwarding the correspondent request on e-mail: [iomkievtenders@iom.int](mailto:iomkievtenders@iom.int)

**The subject line of the request shall be:**

***UA1-2018-409 – [insert NGO’s name (no brackets)] – request of RFP documents***

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 during last two years.*

The Proposals must be delivered by hand or through mail on or before **14:00 on September 14, 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 Natalya Roginska*

Additionally, a complete electronic version of the application (scanned copies of all the documents) shall be sent to the address [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) before the indicated deadline - **14:00 on September 14, 2018**.

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

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.

Very truly yours,

**BEAC Chairperson  
IOM Ukraine**