



International Organization for Migration (IOM)
The UN Migration Agency

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

INVITATION TO SUBMIT PROPOSALS

No: [UA1-2019-054](#)

Date: [05.02.2019](#)

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 psychosocial component within the project “Life after conflict: community-based reintegration support for veterans of the conflict in Eastern Ukraine and their families” targeted at selection, support and coordination of work of 60 local psychologists and 9 supervisors in communities of three pilot regions: Dnipro, Kyiv and Lviv, monitoring visits, methodological and technical support to the participants within the project period.

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: iomkieltenders@iom.int

The subject line of the request shall be:

[UA1-2019-054 – \[insert NGO’s/company 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), certified by signature and stamp with all supporting Project Proposals Forms;*
2. *Budget Proposal (BPF form), certified by signature and stamp;*
3. *Completed and signed Vendor 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 **12:00 p.m. on February 25, 2019** to the following address with indication on the sealed envelope “[UA1-2019-054 – Psychosocial support within the project “Life after conflict: community-based reintegration support for veterans of the conflict in Eastern Ukraine and their families” – \[insert NGO’s/company name \(no brackets\)\]](#)”

[International Organization for Migration \(IOM\), Mission in Ukraine](#)
[8 Mykhailivska St.](#)
[Kyiv, 01001](#)

Additionally, a complete electronic version of the application (scanned copies of all the documents) shall be sent to the address iomkieltenders@iom.int with the subject line “UA1-2019-054 – [insert NGO’s/company name (no brackets)] – proposal” before the indicated deadline - **12:00 p.m. on February 25, 2019.**

Applications submitted after the deadline shall not be accepted.

Please address questions in writing to the following email iomkieltenders@iom.int specifying in the subject line: *UA1-2019-054 - [Proponent’s company name] – Clarification request (attn: Svitlana Sakhanda)* not later than 3 (three) working days prior to deadline for submission.

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**