INVITATION TO SUBMIT PROPOSALS

No: **UA1-2019-3121**  
Date: **14.11.2019**

The International Organization for Migration (hereinafter called IOM) intends to engage qualified non-governmental organizations (NGO) / service providers to submit expression of interest as Implementing Partner for survey conducting in the framework of the National Monitoring System component of the project “Essential Humanitarian Assistance and Early Recovery Support to Vulnerable Returnees, IDPs and other Conflict-Affected Communities in Eastern Ukraine” funded by U.S. Department of State’s Bureau of People, Refugees and Migration (PRM). The main goal is to collect and analyze information on comprehensive profile and main needs of the internally displaced persons (IDP) and the conflict-affected population in 24 oblasts of Ukraine in order to ensure the possibilities of developing evidence-based middle-term and long-term solutions to address problems that IDPs and local hosting communities are facing.

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

The subject line of the request shall be:  
**UA1-2019-3121 – [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. **Project Proposal (PPF-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 **4:00 p.m. on December 13, 2019** to the following address with indication on the sealed envelope “**UA1-2019-3121 – “Conducting of the survey in the framework of the National Monitoring System” – [insert NGO’s/company name (no brackets)]”**
Additionally, a complete electronic version of the application (scanned copies of all the documents) shall be sent to the address iomkievtenders@iom.int with the subject line “UA1-2019-3121 – [insert NGO’s/company name (no brackets)] – proposal” before the indicated deadline - 4:00 p.m. on December 13, 2019.

Applications submitted after the deadline shall not be accepted.

Please address questions in writing to the following email iomkievtenders@iom.int specifying in the subject line: UA1-2019-3121 - [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