

REQUEST FOR PROPOSAL (RFP)

RFP Reference: MSCUMS# 22-024 – Evaluation of the Migration Multi-Partner Trust Fund (MMPTF)	Date: 11 August 2022
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SECTION 1: REQUEST FOR PROPSAL (RFP)

IOM kindly requests your Proposal for the provision of goods, works and/or services as detailed in Annex 1 of this RFP.

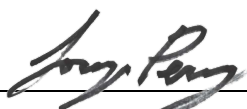
This Request for Proposal comprises the following documents:

- Section 1: This request letter
- Section 2: RFP Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Proposal Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: General Conditions of Contract
- Annex 5: Declaration of Conformity for Suppliers

When preparing your proposal, please be guided by the RFP Instructions and Data. Please note that proposals must be submitted using Annex 2: Proposal Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your proposal is submitted on or before the deadline. Proposals received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your proposals.

Issued by:

Signature:  _____

Name: Lorenzo Lucas Perez

Title: Sr. Procurement Assistant, MSCU

Date: 11 August 2022

SECTION 2: RFP INSTRUCTIONS AND DATA

Deadline for the Submission of Proposal	29 August 2022, 3:00pm Manila Time If any doubt exists as to the time zone in which the proposal should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Proposals must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Bid submission address: mscuprocurement@iom.int <ul style="list-style-type: none"> ▪ File Format: *.doc, *.pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5mb ▪ Mandatory subject of email: MSCUMS# 22-024 - Company Name (keep it short) – Proposal 1 of 3 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of Proposal	The International Organization for Migration (IOM) shall not be responsible for any costs associated with a supplier’s preparation and submission of proposal, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Declaration of Conformity for Suppliers	The offeror must read Annex 5 – Declaration of Conformity and submit a signed copy together with the bid.
Conflict of Interest	IOM encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IOM if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFP shall be in accordance with the IOM General Contract Terms and Conditions under Annex 4 – General Service Agreement unless specifically noted otherwise herein.
Eligibility	Bidders shall have the legal capacity enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Proposal	The Supplier may express the price of the goods in a currency other than US Dollar. However, for the purposes of comparison of all offers, the IOM will convert the currency quoted in the Proposal to US Dollar, in accordance with the prevailing IOM Operational Rate of Exchange at the Closing Time
Duties and taxes	IOM is exempt from all direct taxes, and customs duties, and charges of a similar nature in respect of articles imported or exported for its official use. All offers shall be submitted net of any direct taxes and any other taxes and duties.
Language of Proposal and documentation including	The Proposal, as well as any and all related correspondence exchanged by the Supplier and IOM, shall be written in English language.

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their Proposal: <input checked="" type="checkbox"/> Annex 2: Proposal Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other
Proposal validity period	Proposals shall remain valid for sixty (60) days from the deadline for the Submission of Proposal.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the Proposal after the Proposal has been received.
Partial Proposals	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Proposals	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: Lorenzo Lucas Perez copying mscuprourement@iom.int E-mail address: lperez@iom.int and mscuprourement@iom.int Attention: Proposals shall not be submitted to this address but to the address for Proposal submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 24 August 2022 five (5) days before the submission deadline. Responses to request for clarification will be communicated via bid bulletin.
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> The contract will be awarded to the firm achieving the highest combined technical and financial score. The proposals shall be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1) $Sc = St \times T\% + Sf \times F\%$
Technical evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others IOM shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system. Each responsive proposal shall be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 70% of the total maximum points. The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

	<table border="1"> <tbody> <tr> <td>(I) Qualification and experience for conducting the evaluation</td> <td>45</td> </tr> <tr> <td>The consulting firm/expert team has proven experience and performance on projects for international organizations / public sector entities.</td> <td>10</td> </tr> <tr> <td>Experience with <u>at</u> multi-partner trust fund or UN joint programme evaluations; or examples of similar work</td> <td>15</td> </tr> <tr> <td>The expert team is appropriate for the purpose and scope of the evaluation. It has specific technical knowledge of and is familiar with the methods and approaches needed to conduct the evaluation.</td> <td>20</td> </tr> <tr> <td>(II) Adequacy of the proposed methodology in response to the Terms of Reference</td> <td>55</td> </tr> <tr> <td>The proposal indicates a comprehensive understanding of the assignment.</td> <td>25</td> </tr> <tr> <td>The proposed methodology is adequate to meet the purpose of the evaluation.</td> <td>20</td> </tr> <tr> <td>The firm can provide the outputs in a timely manner. -Delivery by the output date (Full points) -1-7 days after the expected output date (7 points) -7-15 days after the expected output date (3 points) -15 days onward (0 point)</td> <td>10</td> </tr> <tr> <td>Over-All Total</td> <td>100</td> </tr> </tbody> </table>	(I) Qualification and experience for conducting the evaluation	45	The consulting firm/expert team has proven experience and performance on projects for international organizations / public sector entities.	10	Experience with <u>at</u> multi-partner trust fund or UN joint programme evaluations; or examples of similar work	15	The expert team is appropriate for the purpose and scope of the evaluation. It has specific technical knowledge of and is familiar with the methods and approaches needed to conduct the evaluation.	20	(II) Adequacy of the proposed methodology in response to the Terms of Reference	55	The proposal indicates a comprehensive understanding of the assignment.	25	The proposed methodology is adequate to meet the purpose of the evaluation.	20	The firm can provide the outputs in a timely manner. -Delivery by the output date (Full points) -1-7 days after the expected output date (7 points) -7-15 days after the expected output date (3 points) -15 days onward (0 point)	10	Over-All Total	100
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Financial Evaluation	<p>IOM shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.</p> <p>IOM will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p> <p>The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:</p> <p>Sf = 100 x FI / F</p> <p>Where: Sf - is the financial score of the Financial Proposal under consideration, FI - is the price of the lowest Financial Proposal, and F - is the price of the Financial Proposal under consideration.</p>																		
Right not to accept any Proposal	IOM is not bound to accept any Proposal, nor award a contract or Purchase Order																		
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions.																		
Type of Contract to be awarded	Service Agreement (Annex 4)																		
Expected date for contract award.	05 September 2022																		
Policies and procedures	This RFP is conducted in accordance with Policies and Procedures of IOM which can be accessed at IOM website																		
IOM registration	Any Contract resulting from this RFP exercise will be subject to the supplier being registered at the appropriate level in IOM.																		

	The Bidder may still submit a Proposal even if not registered with the IOM, however, if the Bidder is selected for Contract award, the Bidder must register on the IOM prior to contract signature.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Evaluation of the Migration Multi-Partner Trust Fund

Terms of Reference

Commissioned by: Migration Multi-Partner Trust Fund Steering Committee

Managed by: Migration Multi-Partner Trust Fund, Fund Management Unit (Migration MPTF FMU)

1. Background

The Migration Multi-Partner Trust Fund (Migration MPTF, or the Fund) is the first UN pooled funding instrument focusing on migration. It was established by the UN Network on Migration in May 2019, within six months of the call for such a Fund contained in the UN General Assembly resolution ([A/RES/73/195](#)) titled ***Global Compact for Safe, Orderly and Regular Migration*** (GCM or the Global Compact).

The Global Compact is a “non-legally binding, cooperation framework that ... fosters international cooperation among all relevant actors on migration, acknowledging that no State can address migration alone, and upholds the sovereignty of States and their obligations under international law.” It recognizes that migration is best governed through enhanced international cooperation, and focuses equally on migration in all its dimensions, recognizing the interplay between migration and development, being rooted in the 2030 Agenda for Sustainable Development, and encouraging approaches to migration that will benefit all communities: of origin, transit and destination, as well as migrants themselves.

The Global Compact called for the establishment of a capacity-building mechanism (CBM) to promote enhanced bilateral, regional and multilateral cooperation in the field of migration – the Migration MPTF being a key component. Three years since its launch, the Migration MPTF is currently fully operational, with joint programmes on the ground, many more in the pipeline, and with its governance structure and programming mechanisms well established.

Governance Structure: The Fund governance structure, consists of the Steering Committee (decision-making body), the Fund Management Unit (small unit supporting the Steering Committee and responsible for the Fund’s operational functioning) and the Administrative Agent (“trustee” of the Fund, responsible for administering the contributions). An Annual Consultative Forum is also convened to ensure broader stakeholder engagement. In order to ensure that the Steering Committee is truly representative of the stakeholders identified by the Global Compact, it comprises of three members each from the following constituents: UN Network on Migration; Donors; Countries of origin, transit and destination; and Stakeholders. Moreover, in order to ensure wide representation, membership is rotational on a staggered basis.

Results Orientation and Risk Management: The Migration MPTF operational framework and programming approach is highly results oriented. From the beginning, the Steering Committee had incorporated a Results Framework in the Fund’s Operations Manual, placing strong emphasis on 1) alignment with the SDGs; 2) programmatic alignment to the GCM guiding principles and commitment to sustainability and partnerships; and 3) operational effectiveness and performance. By outlining specific results and indicators to monitor and assess performance under each of the three areas, the Migration MPTF holds itself accountable to both donors and joint programme beneficiaries. It also forces the Fund to be goal-oriented and prioritize its

activities. Based on this, the Results Monitoring Framework (RMF) was developed and approved by the Steering Committee in December 2020. Incorporating annual targets for 2020-2022, the RMF is both a planning and management tool that provides the basis for monitoring progress and achievements, as well as evaluating the work of the Fund.

As an expected standard feature of all pooled funds, the Fund also has designed and is implementing a risk management strategy, which monitors the following risks: 1) Fund governance and decision-making undermine effectiveness, and undermine the principles of the GCM; 2) Fund operations undermine effectiveness of the Fund, leading to disengagement from key actors; 3) Investments fail to show results / do harm (including through fraud), undermining GC agenda and trust in the Fund; and 4) A gap is created between expectations and ability to support GCM implementation, which undermines credibility of the Fund, support and willingness to engage with the Fund (from UNCT, host governments, donors).

Programming Cycle: In order to ensure efficient and effective review and selection of joint programmes, the Fund employs the following process: 1) The Fund receives concept notes throughout the year from UN teams at country and regional levels; 2) From the overall concept notes received, the Fund identifies high-quality, relevant and eligible ones to be included in the 'pipeline'; 3) From among the pipeline, the Fund prioritizes concept notes (evenly distributed among the 5 thematic areas, in line with the GCM's 360-degree approach) and invites them to develop full joint programme documents; 4) As and when resources become available, the Fund selects joint programmes to be funded from the pool of priorities.

The foremost criteria for joint programme selection and resource allocation is quality. This is assessed from two equally important perspectives: i) adherence to fundamental project cycle management (PCM) and results-based management (RBM) principles; and ii) alignment to GCM approach and guiding principles – notably whole-of-government, whole-of society and people-centered approaches, as well as human rights based, gender responsiveness and child sensitivity.

The Demand and Supply: With approximately USD28 million contributions as of June 2022, the Fund currently supports 12 joint programmes in 15 countries and regions: From strengthening integration and social cohesion in South Africa, to addressing vulnerabilities of migrant families in Tajikistan, through addressing the drivers of migration in contexts of disasters and climate change in the IGAD Region, among others.

However, the demand (for funding) has consistently outstripped the supply (of resources to support these programmes). To date, the Fund has received 119 concept note proposals from 84 countries and regions; and in addition to the 12 funded joint programmes, there are 34 in the pipeline, ready to be funded as and when resources become available.

While both the December 2021 [UN Secretary-General's Report on the GCM](#) and the May 2022 International Migration Review Forum (IMRF) [Progress Declaration](#) recognized the critical role of the Fund in implementing the GCM, and called for Member States and stakeholders to fully support the Fund, the Fund has struggled to gain momentum and failed to reach funding targets set. For example, the Steering Committee has sent a funding target of USD 70 million by the IMRF but this fell short of USD 30 million as of June 2022.

The gaps between demand and supply, as well as political support and actual financial contributions, remain a concern for the Fund.

2. Rationale and Objective

The evaluation is commissioned by the Steering Committee in line with the requirements of the Fund's Terms of Reference and Operations Manual. The evaluation is meant to provide a deeper understanding of the progress made by the Fund and the challenges and lessons learned from its first three years of operations. The evaluation will support accountability towards the Fund's stakeholders and broaden evidence on which to base the next Investment Plan as well as potential adjustments to its governance, its processes, its results framework and risk management strategy.

The specific objectives are to:

- (i) Assess the Fund's management structures and governance mechanisms to identify areas of improvement in terms of effectiveness, efficiency, transparency and inclusiveness.
- (ii) Assess the alignment of the Fund with GCM guiding principles and identify areas that may need strengthening.
- (iii) Assess the quality and diversity of the existing portfolio of joint programmes, the extent to which they contribute to the implementation of the GCM, and the potential of providing innovative/replicable models.
- (iv) Assess to what extent the Fund is contributing to strengthened partnerships and increased coherence of international cooperation in the field of migration, both within the UN development system and beyond (i.e. partnerships with national government and stakeholders).
- (v) Assess the sustainability of the Fund.

3. Scope and Evaluation Questions

The evaluation will cover the period from the establishment of the Fund in May 2019 to end June 2022.

The evaluation will consist of desk review of key documents and interviews (conducted face-to-face in Geneva or on-line) with representatives of all parties involved. This will include, inter alia, Steering Committee members, Fund Management Unit, Administrative Agent, donors, secretariat of the UN Network on Migration, participating UN organization at headquarters and country level, UN Resident Coordinators and their offices, national government and civil society in countries of operations and countries that have gone through the submission process.

It is to be noted that, in line with the Fund's Operations Manual, each joint programme funded by the Migration MPTF will conduct external end-of-programme summative evaluations within 6 months of its completion. The findings of these evaluations will be made publicly available. Accordingly, while the Migration MPTF evaluation will look into the quality of the joint programme portfolio, its primary focus will not be on the impact of the joint programmes, which will be documented and analyzed separately through the compulsory joint programme-level final evaluations.

The Migration MPTF evaluation should be guided by the following questions, listed here under five key areas:

Scope	Preliminary Evaluation Questions
1) Fund Management and Governance	<ul style="list-style-type: none">• Are the structure of the Fund Governance adequate both in terms of efficiency and inclusivity?• Is the Fund Management Unit properly resourced?• Is the decision-making transparent, based on evidence, and undertaken in a timely manner?

	<ul style="list-style-type: none"> • Have any areas for improvement of efficiency, effectiveness and transparency in decision processes been identified? What could be done better? • Is the reporting system in place adequate for communication to all interested parties in general and for informing decisions by Steering Committee members? • Are risks properly monitored and adequately managed?
2) Joint Programmes Portfolio	<ul style="list-style-type: none"> • Does the portfolio of joint programmes reflect quality, balance and diversity? • To what extent have the joint programmes been responsive to evolving contexts (e.g. COVID pandemic)? • Are the joint programmes of high quality by design? • To what extent are the joint programmes aligned to the GCM guiding principles, in particular the cross-cutting principles of human rights, gender responsiveness? To what extent have the Human Rights Marker and Gender Marker Guidance Notes contributed to this and to which degree do the projects implement the different gender markers as foreseen in the notes? • To what extent are the joint programmes aligned to the GCM whole-of-society approach? For example, what is the extent and nature of stakeholder participation, including from civil society? • To what extent have the joint programmes been consistent with the objectives of the Fund/GCM, and relevant to the country context? • Are the joint programme management and coordination mechanisms effective and efficient?
3) Strategic Performance	<ul style="list-style-type: none"> • Do the joint programmes support and facilitate national ownership? • To what extent has the Fund contributed to the strengthening of the UN Network on Migration and facilitated closer collaboration and more joined-up work by UN agencies at the country, regional and HQ levels? • To what extent has the Fund contributed to establishing new and innovative partnerships (or strengthening existing ones) beyond the United Nations Development System? • To what extent have the different types of activities supported by the Fund contributed to progress towards the objectives of the GCM? • Are the joint programmes innovative and potentially catalytic (e.g. multiplier effect; scaling/replicating the solutions and results; leveraging additional financing)? • Do the joint programmes build on what has been done or is currently being done by the UN and other actors in county/region? What are the synergies between joint programmes and other initiatives? • Are the lessons learned from the joint programmes applied to other cooperation initiatives?
4) GCM Guiding Principles	<ul style="list-style-type: none"> • Does the Fund management and governance structures adequately reflect the following GCM guiding principles? <ul style="list-style-type: none"> ○ Whole of Government ○ Whole of Society ○ People-Centered ○ Human Rights based ○ Gender responsive ○ Child sensitive • Does the Joint Programme portfolio align with the above GCM guiding principles?

5) Sustainability	<ul style="list-style-type: none"> • Have the linkages with the 2030 Agenda for Sustainable Development been clearly established? • Does the Fund enjoy general support (financial and non-financial) by partners and stakeholders – donors, Member States, UN partners, non-governmental stakeholders? • Does the Fund have sufficient resources to achieve its objectives? Is it likely to remain at the same level, decline or increase? • What have been the key elements of success/risk for resource mobilization? • How does the Fund capitalization level and trend compare to other global UN pooled funding mechanisms?
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4. Methodology and Process

The evaluation will be guided by the UNEG Norms and Standards for Evaluation in the UN system, and the UNEG Ethical Guidelines for Evaluation. The evaluation will employ quantitative and qualitative methods as necessary.

The methodology will be further detailed by the evaluation team in the Inception report.

Primary data will be collected through semi-structured interviews with key informants. It will potentially also include a survey to relevant stakeholders.

Secondary data will be collected through desk reviews of Fund documents including Terms of Reference, Operations Manual, Investment Plan, Results framework and Risk Management Strategy and respective monitoring matrices, Fund annual reports and joint programme annual reports, Steering Committee decision documents, pipeline of joint programmes and Steering Committee background documents such as Fund Management Unit review summaries and allocation scenarios. The inception report will outline sampling methods for review of secondary data, if not feasible to review all Fund documentation.

Validation: All evaluation findings should be supported with evidence. The evaluation team will use a variety of validation mechanisms to ensure quality of data collected. Data must be triangulated across sources and methods where possible. The evaluation team will validate the data with key stakeholders and ensure there are no factual or interpretation errors and no missing evidence that could materially change the findings.

Evaluation Reference Group (ERG): The ERG will be established as advisors during the evaluation process, offering a range of viewpoints and ensuring a transparent process. It will comprise of the Fund Management Unit and a subset of current and former members of the Steering Committee. The ERG will, among others, review and comment on the Inception and Evaluation reports. Establishment of an ERG is considered good practice as it contributes to the relevance, impartiality and credibility of the evaluation.

5. Ethics, Norms and Standards

IOM abides by the [Norms and Standards](#) of the UN Evaluation Group (UNEG) and expects all evaluation stakeholders to be familiar with the [Ethical guidelines for evaluation](#) of UNEG and the consultant(s) with the [UNEG code of conduct for evaluation in the UN System](#) as well. UNEG documents are available under IOM Evaluation Webpage www.iom.int/evaluation.

6. Deliverables and Timeline

The consultant(s) or consulting firm will be identified and contracted by mid-September

The evaluation will be performed over a three-month period and will deliver the following:

- a. **By 30 September 2022:** an **inception report** (max 15 pages) following an initial desk review, which outlines the scope, analytical approach and methods to be applied, and a chapter plan for the final report.
- b. **By 15 November 2022:** a **draft report** (max 50 pages, including the executive summary and excluding annexes).
- c. **By 29 November 2022:** the **final report** based on comments received on the draft report during the validation phase.
- d. **December 2022:** **presentation** of the evaluation outcome to the Steering Committee at its December 2022 meeting.

7. Key Documents

All documents are available at:

<https://migrationnetwork.un.org/mptf> and <http://mptf.undp.org/factsheet/fund/MIG00>

- Pipeline of Joint Programmes (update Dec 2021 → to be updated June 2022)
- 2021 Annual Report
- Individual joint programme progress reports
- Migration MPTF Operations Manual
- Migration MPTF Terms of Reference
- Investment Plan
- Steering Committee Decisions Documents

8. Specification of Roles

Management: The Head of the Migration MPTF Fund Management Unit will function as the evaluation manager (EM) and will act as the primary focal point for the selected evaluator(s). They will provide the evaluator(s) with the list of documents, and suggested interviewees, and will also organize a kick-off meeting with the evaluator(s) once selected. The EM will be responsible for the final approval of all the deliverables.

Evaluator(s): The selected evaluator/s will be responsible for conducting the evaluation in line with the present TOR and the deliverables set out therein. All deliverables will need to be approved by the management.

9. Consultant(s) Qualifications

- a) At least 15 years of evaluation experience (or 10 years evaluation experience and advanced degree in social and political sciences).
- b) Experience with at least five multi-partner trust fund or UN joint programme evaluations.
- c) Advanced knowledge and skills in categorization, mapping, mixed methods, and evidence synthesis.
- d) High proficiency in English, with knowledge of French and Spanish languages considered as asset.

ANNEX 2: PROPOSAL SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their Proposal along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFP reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail			
Legal name of bidder	Click or tap here to enter text.			
Legal Address, City, Country	Click or tap here to enter text.			
Website	Click or tap here to enter text.			
Year of Registration	Click or tap here to enter text.			
Legal structure	Choose an item.			
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: at least 2 contracts / experience of				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Proposal I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the bidder will report it immediately to the Procuring Organisation’s Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Proposal you receive and we certify that the goods offered in our Proposal are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Proposal along with Annex 2 Proposal Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFP reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Ref	Description of Deliverables	Price
1.	Submission and approval Inception Report	
2.	Delivery and approval of Final Report and Presentation	
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			

Other expenses				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this Proposal and bind the company below in event that the Proposal is accepted.	
<i>Exact name and address of company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:

ANNEX 4: GENERAL CONDITIONS OF CONTRACT

Please refer to the attached C1 Service Agreement Template.

ANNEX 5: Declaration of Conformity for Suppliers

On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons:

- a) bankruptcy, insolvency or winding-up procedures;
- b) breach of obligations relating to the payment of taxes or social security contributions;
- c) grave professional misconduct, including misrepresentation;
- d) fraud;
- e) corruption;
- f) conduct related to a criminal organisation;
- g) money laundering or terrorist financing;
- h) terrorist offences or offences linked to terrorist activities;
- i) child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices;
- j) irregularity;
- k) creating or being a shell company.

On behalf of the Supplier, I further represent and warrant that:

- a) The Supplier is financially sound and duly licensed;
- b) The Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions;
- c) The Supplier complies with all applicable laws, ordinances, rules and regulations;
- d) The Supplier will in all circumstances act in the best interests of IOM;
- e) No official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract;
- f) The Supplier has not misrepresented or concealed any material facts during the contracting process;
- g) The Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization;
- h) Neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List"), or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension;
- i) The Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation;
- j) The Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest;
- k) The Supplier undertakes to comply with the Code of Conduct, available at www.iom.int/procurement.

It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.

On behalf of the Supplier I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.

IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Dated this _____ day of _____ 20 ____.

[signature over printed name]

[in the capacity of]

Duly authorized to sign for and on behalf of

_____ *[name of company]*