

IOM HONG KONG SPECIAL ADMINISTRATIVE REGION, CHINA SUB-OFFICE

CALL FOR EXPRESSION OF INTEREST

1 **Timeline**

Call for Expression of interest ID #	CEI/CN20-2021-101
Posted (date)	4 October 2021
Clarification Request Deadline	15 October 2021
Application Deadline	6pm, Hong Kong SAR, China time, 18 October 2021
Notification of Results	Early November 2021
Implementation Start Date	December 2021 (suggested)
Implementation End Date	May 2022

2 **Locations**

Hong Kong SAR, China

3 **Sector(s) and area(s) of specialization**

The funding scheme targets Hong Kong SAR, China CSOs (including trade unions and migrant-led groups) that provide direct assistance and support to migrant workers and their families impacted by COVID-19.

4 **Issuing Agency**

International Organization for Migration (IOM) Hong Kong SAR, China Sub-office.

5 **Project Background**

This call for expression of interest is being implemented under the project 'Enhancing Protection of Migrant Workers in Asia Impacted by COVID-19', which falls under IOM's Corporate Responsibility in Eliminating Slavery and Trafficking (CREST) programme. The CREST programme is funded by the Swedish International Development Cooperation Agency, with support from IOM's partners in the private sector.

6 **Expected Results**

At least 1,000 migrant workers impacted by the COVID-19 pandemic receive direct assistance and support through IOM funding provided to CSOs. Each CSO that receives IOM funding is expected to assist and support at least 200 vulnerable migrant workers.

7 **Indicative Budget**

The amount of funding will be finalized following IOM's review of all proposal documents. For the purposes of this proposal, applicants are requested to prepare budgets for an anticipated funding amount of HKD122,000.

8 **Other Information**

IOM will support proposals aimed at comprehensive implementation of the following project components:

Provide ongoing support and assistance for migrant workers impacted by the COVID-19 pandemic including, but not limited to::

- Computation of claims and preparation of documents;
- Accompanying clients in their labour case;
- Retrieval of passport and/or other identification papers;
- Shelter/accommodation;
- Visa applications or immigration proceedings;
- Provision of protective equipment such as masks and hand sanitizers;
- Provision of mental and/or physical healthcare;
- Meal provision;
- Capacity building activities to equip migrant workers with skills and knowledge to enhance their ability to address challenges brought by COVID-19.

9 **Selection Criteria**

Applicants must:

- Be a Hong Kong SAR, China registered civil society organization or trade union;
- Be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
- Have a bank account;
- Provide direct assistance and support to migrant workers impacted by COVID-19;
- Submit a detailed explanation explaining how they will achieve the expected results, including a budget estimation of anticipated costs.

Applicants will be assessed based on the relevance of their submitted proposal to achieve the expected results, capacity to deliver project components, and the incorporation of a gender mainstreaming approach.

10 **Attachments**

Please submit the following documents in accordance with the templates set out in the table below:

- A cover letter
- Implementing Partner References Checklist (Annex B);
- Implementing Partners General Information Questionnaire (Annex C);
- Proposal/concept note (Annex D);
- and Budget estimation (E).

Description	URL
ANNEX A – Terms of Reference	https://iomint-my.sharepoint.com/:b:/g/personal/vdamayanti_iom_int/EtZBTKSUEgtOiPvz5kjXiwEBGCJC2u6g_Jv7eL5EtGHXtg?e=Egu1ue
ANNEX B - Implementing Partner References Checklist	https://iomint-my.sharepoint.com/:w:/g/personal/vdamayanti_iom_int/EfXUXCOHrNpFosJHP4t12OEBrcVhFBH58WygDwNvkdU3Cw?e=0blbfG
ANNEX C - Implementing Partners General Information Questionnaire	https://iomint-my.sharepoint.com/:w:/g/personal/vdamayanti_iom_int/EfLTvdDhWCIPjE1Z28f8DvEBgIPYtlsgC4FeQqDEqdF3cA

	?e=YiXjYK
ANNEX D – Proposal/Concept Note Template	https://iomint-my.sharepoint.com/:w:/g/personal/vdamayanti_iom_int/EcUvIb5ZzylLvhFJXZ_B7JoBREBP7kJCC6YgnhM1AHHO6Q?e=pypiML
ANNEX E – Budget Estimations Template	https://iomint-my.sharepoint.com/:x:/g/personal/vdamayanti_iom_int/EdDcIdbkoxFLhNK9QJ-o3lwBZjh4Z4fVACddIBZVxfcBJw?e=h38FGa

Bidding documents (all annex above):

https://iomint-my.sharepoint.com/:f:/g/personal/vdamayanti_iom_int/EISzdxoJCqINt0vbg4FkUXMB7_DiS82H4rh-5R5IY72FhA?e=rAy1vY

12 Further information

Organisations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities, broaden the scope of existing activities or introduce new activities.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact IOM Project Assistant Ms. Vini Damayanti, [via](mailto:vdamayanti@iom.int) email - vdamayanti@iom.int

Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted by email before 6 pm, 18 October 2021 to the following address: iomhongkongoffice@iom.int . If the file size exceeds 5 mb, please upload electronic versions of the documents to an open file exchange service (Dropbox, OneDrive, etc.) and send an email before the aforementioned deadline to iomhongkongoffice@iom.int with a link to the relevant documents. Please clearly indicate the Call for Expression of interest **ID CEI/CN20-2021-101** name of CSO in the subject line of the email.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partner.
3. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
4. The Application document should comprise of the following:
 - a. Cover Letter, signed by management;
 - b. Duly completed application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and
 - c. Any other relevant documents
5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this CEI. Applications shall not be modified or withdrawn after the deadline.
6. The Implementing Partner shall bear all costs associated with the preparation and submission of the

Application and IOM will not in any case be responsible and liable for the costs incurred.

7. IOM at no occasion will ask an application fee from Implementing Partners.
8. All information given in writing or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner's application is successful.
9. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and protect any personal data in accordance with its Data Protection Principles.
10. By submitting an application, the Implementing Partner consents to IOM sharing the information provided for the purposes of evaluating and managing the proposal.
11. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.