

REQUEST FOR INFORMATION (RFI)

RFI #; RFI-RO22-002

Date: 17th August 2022

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

The International Organization for Migration (IOM) Regional office for East and Horn of Africa intends to undertake an **Advanced Microsoft Excel Skills Training** aimed at improving data analysis and presentation skills for key staff in the Resource Management Unit (RMU). The objective of this training is to strengthen the technical capacity of staff in data analysis techniques using Microsoft Excel.

In view of the above, IOM Regional office for East and Horn of Africa now requests Information from services providers on provision of the aforementioned training. Interested parties are required to respond to this RFI by submitting the below information

- 1) *Company profile including the previous experience in Capacity building training.*
- 2) *Scope of services offered including standard rates.*
- 3) *List of countries/ organizations the company has provided services to.*
- 4) *Standard payment terms.*
- 5) *Accessibility of company overview and information– i.e., website.*

Applicants will be required to fill out the Capacity Assessment Checklist (CACHE) and RFI Questionnaire sections in the Scope of Services Document in their response to this application.

Based on this RFI, IOM shall draw up Scope of Services from the gathered information which will be issued later as a Request for Proposal (RFP).

Please also note that IOM **DOES NOT** intend to pay for any information furnished in response to this RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (Eoi), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

The Responses shall be submitted through electronic mail at email address: RONairobiProcurement@iom.int with the subject line RFI-RO22-002 no later than 28th August, 17:00 hrs. Nairobi time. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM reserves the right to require compliance with additional conditions as and when issuing the solicitation documents.

Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender. All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party. Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Very truly yours,

RO Nairobi Procurement

1. SCOPE & OBJECTIVE:

This is a Request for Information (RFI) from national and/or international organizations/entities for potential partnership with IOM Regional Office in Nairobi in delivering outputs for an **Advanced Excel Skills Training** focused on data analysis and presentation techniques.

Geographic Coverage: The organizations/entities are expected to demonstrate either physical presence or access and ability to work all over the respective region (Kenya); [or any particular area as requested by IOM].

2. INFORMATION REQUESTED:

Interested organizations/entities are required to fill out the below:

- (a) Request for Information (RFI) Questionnaire, and
- (b) Capacity Assessment Checklist (CACHE), attaching all supporting documentation where specifically requested.

If you are an international organization/entity, please provide information and documentation relating to your permits and licenses for your local presence in Kenya. Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Documentation provided in response to each question must be clearly labelled with reference to the question it is being provided for.

Extraneous information that is not directly responding to the questions will only constrain the ability of IOM to positively assess the entity's alignment with IOM Regional Office in Nairobi requirements. Based on the results of RFI and CACHE, IOM Regional Office in Nairobi will determine whether the organization/entity may be placed on a roster for rapid engagement when required.

Request for Information (RFI) Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response
	1.1 Is the organization/entity listed in the UN's list of proscribed organizations, UN's	Attachment 1.1: (Please fill up as appropriate)

<p>1. Proscribed organizations</p>	<p>Vendor Sanctions List, or indicted by the International or National Criminal Court?</p> <p>1.2 Is organization/entity banned by any other institution/governments? If, yes, please provide information regarding the institution/Government/NGO Bureaus and reasons.</p>	<p>Attachment 1.2</p>
<p>2. Legal status and Bank Account</p>	<p>2.1 Does the organization/entity have the legal capacity to operate in the IOM programme country, and does it comply with the legal requirements of the country to register and operate an organization/entity?</p> <p><u>Please provide copies of all relevant documents evidencing legality of operations.</u></p> <p>2.2 Does the organization/entity have a bank account? (Please Submit proof indicating latest date)</p>	<p>(Please fill up as appropriate)</p>
<p>3. Certification/ Accreditation</p>	<p>3.1 Is the organization/entity certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Leadership and Governance: <p>(Please provide relevant information on Executive Committee Members and status of Kinship/relation among the board members via written disclosure)</p> <ul style="list-style-type: none"> • Other relevant accreditation 	<p>(Please fill up as appropriate)</p>
<p>4. Date of Establishment and Organizational Background</p>	<p>4.1 When was the organization/entity established?</p> <p>4.2 How has the organization/entity evolved since its establishment? (no more than 2 paragraphs)</p>	<p>(Please fill up as appropriate)</p>

	4.3 In how many cities/provinces/regions/countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.	
5. Areas of Expertise	6.1 Does the organization/entity have expertise in any of the key areas identified above in this RFI? 6.2 What other areas of expertise does the organization/entity have?	(Please fill up as appropriate)
6. Similar Undertakings	6.1 Does the organization/entity have previous experience in executing similar assignments as those listed under the objectives? Please attach references 6.2 Please attach the CV of personnel from the organization/entity to be engaged in the consultancy listing qualifications, relevant experience and previous track record executing similar assignments.	(Please fill up as appropriate)
7. Public Transparency	7.1 What documents from the organization/entity are publicly available? 7.2 How can these documents be accessed? (Please website available or not provide links if web-based)	(Please fill up as appropriate)
Please use additional page/s if required		

Capacity Assessment Checklist (CACHE) For Organizations/Entities

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Previous Experience	1.1 Has the organization/entity undertaken similar assignments within the last 3 years?	

	<p>1.2 What is the organization/entities main area of expertise? How is it relevant to the proposed assignment?</p>	
2. Audit	<p>2.1. Did the organization/entity have an audit within the last two years?</p> <p>2.2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>3.1. What is the structure of the organization/entity's governing body? Please provide organogram or organization structure.</p> <p>3.2. Does the organization/entity have a formal oversight mechanism in place?</p> <p>3.3. Does the organization/entity have formally established internal procedures in the area of:</p> <ul style="list-style-type: none"> • Financial Management and Internal Control Framework • Procurement • Human Resources <ul style="list-style-type: none"> • Reporting • Monitoring and Evaluation • Other relevant internal control. <p>(For consultants/Consultancies, proof of an existent and credible alternative internal control framework/mechanism can be accepted in lieu of the above).</p> <p>3.4. What is the organization/entity's mechanism for handling legal affairs?</p>	
4. Personnel Capacities	<p>4.1 What are the positions in the organization/entity that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>4.2 Which positions in the organization/entity lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	

5. Infrastructure and Equipment Capacities	<p>5.1 Where does the organization/entity have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>(For consultancies/consultants, proof of permanent address can be accepted in lieu of the above)</p>	
6. Quality Assurance	<p>6.1 Please provide references who may be contacted for feedback on the organization/entity performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	

Note: Please submit:

(a) RFI along with its **referenced supporting documents**, and (b) CACHE along with its **referenced supporting documents** separately. Documents should be clearly labelled with a reference to the relevant question number Section.

3. **CONTACT DETAILS FOR CLARIFICATION AND ASKING QUESTIONS:**

Please send your queries to: RONairobiProcurement@iom.int. This address is officially designated by IOM Regional office for East and Horn of Africa. If inquiries are sent to other person/s or address/es, even if they are IOM staff, IOM shall have no obligation to respond nor can IOM confirm that the query was officially received. All questions should be sent no later than 05 days prior to the submission deadline

4. **CLOSING DATE:**

A completed RFI with requested attachments must be submitted via email to RONairobiProcurement@iom.int with the subject line **RFI-RO22-002** Focal Person: Joy Navarra Valdez. They should be received no later than **28th August 2022, 17:00hrs** Eastern Africa Time (EAT). Please mention RFI-RO22-002 in subject of your email submission.