

REQUEST FOR PROPOSAL (RFP)

RFP Reference: RFP-RO23-85

Date: 08 March 2023

SECTION 1: REQUEST FOR PROPOSAL (RFP) for the provision of Regional Resource Management Training

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFP.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFP Instructions and Data

Annex 1: TERMS OF REFERENCE (TOR)

Annex 2: Proposal Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Technical Evaluation Form, Annex 3: Quotation Submission Form and Annex 4: Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

T.H

SECTION 2: RFP INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	28 March 2023 23H59 EAT If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 50 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: 6MB ▪ Mandatory subject of email: RFP-RO23-85 ▪ 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 Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, 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) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN 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 RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: TECHNICAL EVALUATION FORM duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 4: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Other Technical evaluation form
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
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 quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Tagan Hill E-mail address: thill@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated email by 23 March 2023
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other Pass / Fail for Technical and financial offer
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 type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
Right not to accept any quotation	IOM is not bound to accept any quotation, 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, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	28 April 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: TERMS OF REFERENCE (TOR)

Regional Resource Management Training - East and Horn of Africa

1 BACKGROUND

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility,
2. Advance understanding of migration issues,
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

The International Organization for Migration (IOM) Regional Office for East, Horn, and Southern Africa is based in Nairobi, Kenya.

IOM Regional Office for East, Horn, and Southern Africa intends to employ the expertise of Service Provider(s) / Consulting Firm(s) to conduct a Regional Resource Management training and requests the submission of Technical and Financial Proposals in line with the Scope and objectives of this ToR.

2 OBJECTIVE OF THE TRAINING

The overall objective of this training is to improve and strengthen participant knowledge and technical competence in the areas of Change Management, Resilience & Adaptability, Strategic Leadership & Planning, and Financial Risk Management and Mitigation.

The provision of the training should be based on the following Thematic and Sub-thematic areas:

Thematic Area	Sub-Thematic Area
<ol style="list-style-type: none"> 1. Change Management, Adaptability, and Innovation. 2. Strategy and Planning: Financial Risk Management and Mitigation. 3. Fraud Awareness, Detection, and Prevention. 	<ul style="list-style-type: none"> ➤ <i>Strategies and Tools for effective change management.</i> ➤ <i>Human Psychology and its impact on Change Management – Managing Resistance to Change.</i> ➤ <i>The Importance of Communication during Change.</i> ➤ <i>Continuous Self-Assessment and adapting to change.</i> ➤ <i>Adaptability, Resilience, and Learning – Impact of attitudes on adaptability, innovation, and learning.</i> ➤ <i>Thinking Outside the box – developing the mental agility for adaptability/innovation.</i> ➤ <i>Creative Thinking – Barriers and creative problem-solving.</i> ➤ <i>Constructive feedback and criticism - Impact on change and adaptability.</i> ➤ <i>Strategic Leadership Skills and Fundamentals of Strategic planning.</i> ➤ <i>Delegation and Planning: The delegation process, benefits, and barriers.</i> ➤ <i>Data and decision making – Making informed decisions.</i> ➤ <i>Financial Risk Management and Risk Management Planning.</i> ➤ <i>Financial Risk Analysis and Evaluation.</i> ➤ <i>Building Effective Fraud Risk Responses – Fraud Risk Management and Governance, Fraud Risk Assessment, Fraud Prevention and Detection, and Mechanisms for Monitoring Fraud Risk).</i> ➤ <i>Fraud Risk Planning and Response.</i>

3 PURPOSE

The purpose of the Training is to provide capacity building and fostering in the following areas:

- I. Equip participants with the knowledge, skills, and technical competence necessary for the Implementation of strategies for effecting change, controlling change, and adapting to change.*
- II. Strengthen the capacity of participants in Identifying, evaluating & mitigating fraud and other financial risks; and integrating financial risk management in effective strategy formulation.*

4 SCOPE OF WORK

The Service Provider(s) / Consulting Firm is expected to provide the following services:

Phase 1: Pre-Workshop:

- Preparation of content, materials, presentations, and activities.
- Propose workgroup formats and discussions to ensure maximum participation.

Phase 2: Workshop Execution:

- Facilitation services during the training (2 days).

Phase 3: Post Workshop:

- Debrief, wrap up, and report on recommendations including identified constraints that might affect the implementation of changes.

5 PROPOSAL ON APPROACH AND METHODOLOGY:

The Service Provider(s) / Consulting Firm will be required to develop sessions based on this TOR. Tentative training dates will be from the 12th to the 16th of June 2023. Of these days, two (2) days will be allocated to the Service Provider(s) / Consulting Firm(s) to facilitate the training.

The services to be provided by the Service Provider(s) / Consulting Firm(s) will include, but not be limited to the following:

- I. Setting up of a Pre-meeting/Entry Meeting with IOM Senior management in the Resource Management Unit to present the training package. The meeting will be held a minimum of 30 days prior to the training dates mentioned.
- II. Developing a Workshop approach, annotated agenda, and materials.
- III. Development of presentation materials and designing activities to maximize participation.
- IV. Ensuring a physical presence at the venue and facilitating the training on the agreed-upon days.
- V. Participation in debriefing meetings and preparation of a report summarizing outcomes and recommendations.
- VI. Post Workshop summary, analysis, and wrap-up, which involves:

- Preparing, reviewing, and refining minutes of the training as required to ensure they accurately reflect the actual discussions and feedback from the participants.
- Preparing a summary report on observations and the next steps recommended, stemming from the training within two weeks from the last day of training.
- Providing recommendations and documenting lessons learned/best practices emanating from the training.

6 TRAVEL EXPENSES

The Service Provider(s) / Consulting Firm should separate facilitation and training costs with travel costs when submitting their proposals.

7 SUPERVISION

The Service Provider(s) / Consulting Firm(s) will report to IOM Senior Regional Resources Management Officer.

Annex 2: TECHNICAL EVALUATION FORM

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 Working Group (TWG) is required to document the results in this table below:

	Is Bidder compliant?	Evaluator's Remarks
1. Application requirements have been met and supporting documentation attached (applications should include a company profile, registration certificate, CVs of key personnel, technical proposal, and financial proposal).	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
2. Proposals address the scope and requirements of the proposed training (technical proposals should include a methodology, approach, and implementation plan).	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
3. Suitability of the proposed execution and delivery of training content to IOM's requirements (technical proposals are broken down into a pre-workshop, workshop, and post-workshop phase).	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
4. Evidence of previous assignments or undertakings in the training areas listed in the Terms of Reference has been provided (applicants should have over 5 years of experience executing similar assignments and a minimum of 2 similar assignments dealing with UN/International NGO Organizations).	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
5. Cost of the Financial Proposal is within the IOM budget for the training.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

ANY DEVIATION / INNOVATIONS MUST BE LISTED BELOW:

ANNEX 3: QUOTATION 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 quotation 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.

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; 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; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that 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

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation.

Yes	No	
		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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

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 4: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation 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 of 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.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
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				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
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"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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