

REQUEST FOR PROPOSAL (RFP)

Call for Innovative Partnerships: Innovative and sustainable energy-related solutions for displacement settings in Sofala Province, Mozambique

RFP Reference No.: RFPMS #22-039

Country: Mozambique

Issued on: 06 January 2023

SECTION 1: LETTER OF INVITATION

International Organization for Migration, hereinafter referred to as IOM, hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference/Statement of Works
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Proposal Forms
 - 1. Form A: Proposal Confirmation
 - 2. Form B: Checklist
 - 3. Form C: Technical Proposal Submission
 - 4. Form D: Proposer Information
 - 5. Form E: Joint Venture/Consortium/Association Information
 - 6. Form F: Eligibility and Qualification
 - 7. Form G: Format for Technical Proposal
 - 8. Form H: Format for CV of proposed key personnel
 - 9. Form I: Statement of Exclusivity and Availability
 - 10. Form J: Financial Proposal Submission
 - 11. Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Please acknowledge receipt of this RFP completing and returning the attached Form A: Proposal Confirmation by email to jdeslate@iom.int and kindly copy mscuprocedure@iom.int no later than **11/01/2023**, indicating whether you intend to submit a proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this RFP.

We look forward to receiving your proposal.

Approved by: Niiara ABLIAMITOVA



Name: Niiara ABLIAMITOVA.

Title: Head of Manila Supply Chain Unit (MSCU)

Date: Jan 6, 2023

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p>1. Scope</p>	<p>Proposers are invited to submit a proposal for the services/works specified in Section 5: Terms of Reference/Scope of Works, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by IOM. This RFP is conducted in accordance with Policies and Procedures of IOM. F</p>
<p>2. Interpretation of the RFP</p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by IOM. IOM is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p>3. Supplier Code of Conduct</p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the IOM. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/undersecretary-for-economic-and-social-affairs-desa/un-sccoc/.</p>
<p>4. Eligible proposers</p>	<p>Proposers shall have the legal capacity to enter into a binding contract with IOM.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> ● is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ● is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; ● is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals. ● Other sanctions lists, if applicable, as per the discretion of the IOM.
<p>5. Proprietary information</p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by IOM are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of IOM. All documents which may form part of the proposal will become the property of IOM, who will not be required to return them to your firm.</p>

6. Publicity	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>IOM will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM. to extend the submission date of the proposals, unless IOM deems that such an extension is justified and necessary.</p>
8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, IOM may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, IOM may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence, exchanged by the proposer and IOM, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to IOM's satisfaction.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p>

	Prices and other financial information must not be disclosed in any other place except in the financial proposal.
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <p>(a) IOM will convert the currency quoted in the proposal into the IOM preferred currency, in accordance with the IOM Operational Rate of Exchange on the date of the bid closure.</p> <p>(b) In the event that IOM selects a proposal for an award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM's preference, using the conversion method specified above.</p>
15. Duties and taxes	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. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in Section 3: Data Sheet
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by IOM and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, IOM may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
17. Proposal security	<p>Proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by IOM, IOM shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the</p>

	<p>original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by IOM pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by IOM., and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> ▪ If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; ▪ In the event the successful Proposer fails: <ul style="list-style-type: none"> ○ to sign the contract after IOM. has issued an award; or ○ to furnish the performance security, insurances, or other documents that IOM. may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.
<p>18. Joint Venture, Consortium or Association</p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> ● they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and ● if they are awarded the contract, the contract shall be entered into by and between IOM. and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IOM.</p> <p>If a JV, Consortium or Association's proposal is the proposal selected for award, IOM will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IOM..</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p>

	<ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>19. Only one proposal</p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> A. they have at least one controlling partner, director, or shareholder in common; or B. any one of them receive or have received any direct or indirect subsidy from the other/s; or C. they have the same legal representative for purposes of this RFP; or D. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence the proposal of another proposer regarding this RFP process; E. they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer, or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal.
<p>20. Alternative proposals</p>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”. If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals will be rejected.</p>
<p>21. Pre-proposal conference</p>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p>

	<p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by IOM in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p>
<p>22. Site inspection</p>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> ○ loss of or damage to any real or personal property; ○ personal injury, disease or illness to, or death of, any person; ○ financial loss or expense, arising out of the carrying out of that site inspection; and ○ transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties. <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing.</p>

<p>23. Errors or omissions</p>	<p>Proposers shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<p>24. Proposers responsibility to inform themselves</p>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> ● examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; ● review the RFP to ensure that they have a complete copy of all documents; ● obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry; ● verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with IOM, its employees or agents; ● attend any pre-proposal conference if it is mandatory under this RFP; ● fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and ● form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. <p>Proposers acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
<p>25. No material change(s) in circumstances</p>	<p>The proposer shall inform IOM of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> ● a change affecting any declaration, accreditation, license or approval; ● major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; ● a change to any information on which IOM may rely in assessing proposals.
<p>SUBMISSION AND OPENING OF PROPOSALS</p>	
<p>26. Instruction for proposal submission</p>	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be signed by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the</p>

	proposal. Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the IOM General Conditions of Contract.
27. Deadline for proposal submission	<p>Complete proposals must be received by IOM in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. IOM shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the proposal was received by IOM.</p> <p>IOM may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of IOM and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL”, “SUBSTITUTION” OR “MODIFICATION”.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by IOM for the entire proposal validity period, as may be extended.</p> <p>Proposals requested to be withdrawn prior to the deadline for submission of the proposals shall be made available for collection by the proposer that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such proposal unopened without further notice to the proposer. IOM shall not be responsible to return the proposal to the proposer at IOM’s cost.</p>
29. Storage of proposals	Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in Section 3: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified proposal.
30. Proposal opening	<p>Proposals will be opened by an ad-hoc panel consisting of at least two staff members and where at least one individual is not involved in the subsequent stages of the procurement process.</p> <p>There will be separate proposal openings for technical and financial proposals. Proposers may attend the opening of the proposals if stated in Section 3: Data Sheet.</p> <p>The proposers’ names and submitted documents shall be announced and recorded on the technical proposal opening report, which will be available for viewing only to proposers who have submitted a proposal for a period of thirty days from the date of opening. Information not included in the proposal opening report will not be provided to proposers.</p>

	<p>Once the technical evaluation has been completed, the financial proposals will be opened. During the financial proposal opening, the proposers' names and the prices stated in the financial proposal shall be announced and recorded on the financial proposal opening report.</p> <p>No proposal shall be rejected during proposal opening, except for late proposals.</p>
31. Late proposals	<p>Any proposal received by IOM after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposed closing and the delay could not be reasonably foreseen by the proposer or was due to force majeure.</p>
EVALUATION OF PROPOSALS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence IOM in the examination, evaluation and comparison of the proposals or contract award decisions may, at IOM's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing IOM's vendor sanctions procedures.</p>
33. Evaluation of proposals	<p>IOM shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>IOM shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> (i) Preliminary examination (ii) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) (iii) Evaluation of technical proposals (iv) Evaluation of financial proposals.
34. Preliminary examination	<p>IOM shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any proposal at this stage.</p>
35. Evaluation of eligibility and qualification	<p>The eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p>
36. Evaluation of technical and financial proposals	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-</p>

	<p>responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, IOM may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%)</p> </div>
<p>37. Post-qualification</p>	<p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> ○ Verification of accuracy, correctness and authenticity of information provided by the proposer; ○ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; ○ Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; ○ Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; ○ Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer; ○ Other means that IOM may deem appropriate, at any stage within

	the selection process, prior to awarding the contract.
38. Clarification of proposals	<p>IOM may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p> <p>IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by IOM, shall not be considered during the review and evaluation of the proposals.</p>
39. Responsiveness of proposal	<p>IOM's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ol style="list-style-type: none"> affects in any substantial way the scope, quality, or performance of the services specified in the contract; or limits in any substantial way, inconsistent with the solicitation documents, IOM's rights or the proposer's obligations under the contract; or if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by IOM. and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, IOM may waive any non-conformities or omissions in the proposal that, in the opinion of IOM., do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive IOM may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, IOM shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall

	<p>be corrected; and</p> <ul style="list-style-type: none"> if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	IOM reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for IOM.'s action. IOM shall not be obliged to award the contract to the lowest-priced offer.
AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, IOM shall award the Contract to the qualified proposer(s) based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the contract is awarded, IOM reserves the right to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document.
44. Notification of award	Prior to the expiration of the period of proposal validity, IOM will notify the successful proposer(s) in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer(s), if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for IOM procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from IOM. Banks issuing performance securities must be acceptable to the IOM comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. IOM shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposed security. In that event IOM may award the contract to the next lowest ranked proposer.</p>
47. Bank guarantee for advance payment	Except when the interests of IOM so require, it is IOM's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the

	<p>advance payment. Banks issuing bank guarantees must be acceptable to the IOM comptroller, i.e., banks certified by the central bank of the country to operate as a commercial bank.</p>
<p>48. Liquidated Damages</p>	<p>If specified in Section 3: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused to goods/services resulting from the Contractor's delays or breach of its obligations as per the Contract.</p> <p>The amount of such liquidated damages shall be 0.1% of the value of the total value of goods per day or part thereof up to a maximum of 10% of the total value of the goods</p> <p>The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.</p>
<p>49. Proposal protest</p>	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to mscu@iom.int</p>

SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Request for Proposal (RFP) is RFPMS #22-039. The services include the supply of innovative and sustainable energy-related solutions for displacement settings in Sofala Province, Mozambique as further described in Section 5 of this RFP.</p> <p>IOM is looking to implement the proposed solution(s) to serve displaced communities for the project period in five resettlement sites namely Machonjova, Metuchira, Ndedja, Muda Nunes and Savane in Sofala Province, Mozambique. The exact locations of the sites can be found in Annex 1.</p>
4.	Eligible proposers	Bidders from all countries are eligible to bid.
7.	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p>Focal Person: Jio DESLATE</p> <p>E-mail address: jdeslate@iom.int and kindly copy mscuprocedure@iom.int and greening@iom.int</p> <p>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).</p> <p>Deadline for submitting requests for clarifications / questions: 15-Jan-23. , 11.59 pm CET</p> <p>Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:</p> <p>Direct communication to prospective proposers by email and posting on the website: https://www.un.org/News/Press/docs/2022/22-039.html Reference number: RFPMS #22-039</p>
10.	Language	All proposals, information, documents and correspondence exchanged between IOM and the proposers in relation to this solicitation process shall be in English
	Partial proposals	<p>Submitting proposals for parts or sub-parts of the TOR is: Allowed.</p> <p>The proposals can be submitted to address <u>at least one</u> of the Outputs 1 to 4 presented in the TORs (see Section 5.C of the RFP).</p> <p>If the proposer applies for Output/Lot 2 and/or 3 but not explicitly for Output/Lot 4, they should still include a clear description of what type of innovative financing and/or de-risking mechanism(s) they would like to see in place to mitigate the perceived risks of off-grid energy companies to operate in displacement settings and/or to complement existing energy programmes in Mozambique¹.</p>

¹ See Energypedia Mozambique Page for more information (https://energypedia.info/wiki/Energy_Access_Programmes_in_Mozambique)

14.	Currencies	Prices shall be quoted in USD.
15.	Duties and taxes	All prices shall: Be inclusive of VAT and other applicable indirect taxes.
16.	Proposal validity period	120 days
17.	Proposal security	Not Required
20.	Alternative proposals	Shall be considered.. A maximum of 1 alternative proposal can be submitted.
21.	Pre-proposal conference	<p>Pre-Proposal Conference</p> <p>Will be conducted</p> <p>Time and time zone: 9 am CET</p> <p>Date : 12-Jan-23</p> <p>Venue : Microsoft Teams</p> <p>The focal point for the arrangement is:</p> <p>Name: Jio DESLATE</p> <p>E-mail: jdeslate@iom.int and kindly copy mscuprocurement@iom.int and greening@iom.int</p> <p>The pre-proposal conference is:</p> <p><input type="checkbox"/> not mandatory</p> <p>Minutes of the pre-proposal conference will be disseminated by:</p> <p>Direct communication to prospective proposers by email and posting on the website https://www.ungm.org/Public/Notice Reference number: RFPMS #22-039</p>
22.	Site inspection	A site inspection will not be held.
26.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> Email</p> <p>SUBMISSION BY EMAIL:</p> <p>The Technical Proposal shall be sent in a separate email with the mandatory subject line: RFP RFPMS #22-039 TechProp CfIP Energy MOZ</p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: RFP RFPMS #22-039 FinancProp CfIP Energy MOZ</p>

		<p>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</p> <p>Proposal submission address: mscubids@iom.int PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ol style="list-style-type: none"> 1. File Format: Word document 2. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. 3. All files must be free of viruses and not corrupted. 4. Max. File Size per transmission: 20 MB 5. Mandatory subject of email: RFPMS #22-039 CfIP Energy MOZ 6. If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. 7. 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." 8. Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: mscubids@iom.int 9. It is recommended that the entire Proposal be consolidated into as few attachments as possible. 10. The proposer should receive an email acknowledging email receipt.
27.	Deadline for proposal submission	<p>Date: 24-Jan-23</p> <p>Time: 11.59 pm</p> <p>Time zone: CET</p>
30.	Proposal Opening	<input type="checkbox"/> Public proposal opening will not be held
36.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input type="checkbox"/> Combined scoring method using a distribution of 70%-30%. Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria. To be substantially technically compliant, Proposers must obtain a minimum threshold of 70.% of maximum points.</p>
43.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is N/A%</p> <p>The maximum percentage by which quantities may be decreased is N/A%</p>
	Contract award to one or more proposer	<p>IOM will award a contract to:</p> <p>One or more Bidders, depending on the following factors:</p> <p>IOM will award the contract to : highest rated SP (combined score) per lot/output.</p>
	Type of contract to be awarded	Partnership Agreement. See Section 6/Annex 2 for sample contract.

	Expected date for commencement of contract	27-Feb-23
	Conditions of contract to apply	See Section 6/Annex 2 for sample contract.
47.	Performance Security	Not required
48.	Advance payment	Not allowed
49.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 0.1% up to a maximum of 10% of the Contract value, after which IOM may terminate the contract.
50.	Other information related to the RFP	The Pilot kick-off is foreseen to take place in March and implementation phase should run till October 2023. While the pilot is estimated to be implemented during 8 months, the length of the project might be extended depending on negotiations and only if agreed with the project's donor. Proposers are advised to take into consideration this potential 1-4 months extension of services.

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instruction to Proposers have been provided and are complete.
Proposer accepts the General Conditions of Contract as specified in Section 6.	Form C: Technical Proposal Submission
Proposal Validity	Form C: Technical Proposal Submission

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity.	Form D: Proposer Information
Proposer belongs to the private sector, including (social) enterprise/business.	Form D: Proposer Information
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification

Previous Experience:	
Minimum 1 year of relevant experience providing similar goods and services as per IOM requirements.	Form F: Eligibility and Qualification
Experience receiving and/or managing a grant/funds of minimum USD 50,000 to provide similar goods and services as per IOM requirements.	Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Weight
1.	Proposer's qualification, capacity and experience (Organizational attributes)	15%
2.	Proposed methodology approach and implementation plan (Technical capacity and proposed solution)	35%
3.	Relevance to Cross Cutting Themes	25%
4.	Management structure and key personnel and Proposed resources	15%
5.	Innovation	10%
	Total	100%

Scoring Guideline
0 point - no evidence; 2 point - minor evidence; 4 points - partial evidence; 6 points - more than half of required evidence; 8 points - almost complete evidence; 10 points - full evidence.
- Weight will be set to 0 when/if criteria is not applicable.
- Mark all criteria out of 10 points.

Section 1 Proposer's qualification, capacity and experience (Organizational attributes) – 15%		Score/10 points	Weighting	Weighted Score
1.1	General Reputation of organisation and staff credibility / reliability / industry standing		1	
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.		1	
1.3	Distribution range and geographic coverage, including any presence near displacement settings.		1	
1.4	Experience with working with displaced communities and in displacement settings (if applicable), and/or vulnerable communities		1	
1.5	Experience in engaging with financial institutions or energy access programmes on financing energy projects and/or financial services for vulnerable groups.		1	
1.6	Current policies/financial investment in environmental sustainability, and/or energy access, transition or efficiency (if applicable) that show potential partner's organizational commitment to energy interventions (demand or supply and sides, or ecosystem) for vulnerable groups.		1	
1.7	Evidence of a commitment to capacity building and/or sharing in the country of implementation, with the vulnerable groups and other partner organization(s) including IOM.		1	
1.8	Evidence of a commitment to innovation including evidence of contribution to previous innovative partnerships or innovation programmes/projects or innovative products/services development		1	
Weighted Score				

Section 2 Proposed methodology approach and implementation plan (Technical capacity and proposed solution) – 35%		Score/10 points	Weighting	Weighted Score
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		1	
2.2	Details of your solution and how it addresses one or more innovation opportunities and challenges outlined in Annex 1, Page 1-2 (or others if applicable).		1	
2.3	Relevance to the Demand, Supply, and Ecosystem pillars as they relate to the Household, Community, and Productive use levels of implementation.		1	
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		1	
2.5	Their sustainable business model and commercial ways of working with the displaced communities in the long term, including any potential costs to beneficiaries and exit strategy if any		1	
2.6	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		1	
2.7	Speed of mobilisation: What is already developed out of the box in the solution, and what may need to be developed or customized.		1	
2.8	Identify the opportunities and challenges that the organization/solution does not/cannot address in order for IOM to understand if additional partners may be needed. Please describe the type of organization you think could address them, as well as their role and potential activities to complement the solution.		1	
2.9	Describe what is the role that IOM is expected to play in the solution		1	
Weighted Score				

Section 3 Cross-cutting themes – 25%		Score/10 points	Weighting	Weighted Score
3.1	Ability to engage local entrepreneurship / build local capacity or create “green jobs” through the proposed solution.		1	
3.2	Replicability and scalability of proposed solution: How solution will be financially and socially sustainable, and how it may be scaled to other settings.		1	
3.3	Gender equality benefits included in the solution.		1	
3.4	Benefits to specific marginalized groups within the displaced community that may be included in the solution.		1	
3.5	Intended or unintended socio-cultural, environmental, and financial impacts of the solution.		1	
3.6	Describe how the solution will contribute to disaster risk reduction and to climate change adaptation and mitigation.		1	
Weighted Score				

Section 4 Management structure, key personnel - 15%		Score/10	Weighting	Weighted Score
4.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the implementation of the project?		1	
4.2	Qualifications of key personnel proposed		1	
Weighted Score				

Section 5 Innovation – 10%		Score/10	Weighting	Weighted Score
5.1	Proposed solution/methodology/approach/delivery is innovative and deviates from “business-as-usual” approaches		1	
5.2	The innovation is well articulated and applicable		1	
Weighted Score				

Financial Evaluation

For each Output/Lot, the financial proposal will be evaluated using the approach below.

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Example

Column 1	Column 2	Column 3	Column 4 (= Column 2 minus Column 3)	Column 5
<u>Output/Lot X</u>	Offer (“Total monetary value of the solution(s) to be implemented”)	Contribution from the Partner’s own resources to the Proposal (in USD equivalent) (“Co-financing”)	Financial Request from the Partner to IOM	FP Rating (points)
Company A	USD 150,000	USD 50,000	USD 100,000	(50,000/150,00) x100 = 33.3 pts
Company B	USD 300,000	USD 30,000	USD 270,000	(50,000/300,000) x100= 16.7 pts
Company C	USD 100,000	USD 90,000	USD 10,000	(50,000/100,000) x100= 50 pts
Company D	USD 50,000	USD 0	USD 50,000	(50,000/00,000) x100= 100 pts
Company E	USD 50,000	USD 10,000	USD 40,000	(50,000/50,000) x100= 100 pts

E.g. in that case, Companies D and E, irrespective of their contribution from their own resources, would get the highest score as they have the lowest priced offer (USD 50,000) for the solution(s) to be implemented in terms of the total monetary value (Column 2).

SECTION 5: TERMS OF REFERENCE

5.A. Project Title: New approach to building a participatory and inclusive marketplace for sustainable energy solutions

5.B. Project Description

5.B.1 Background

The International Organization for Migration (IOM) is the leading inter-governmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM acts with its partners in the international community to assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration and uphold the human dignity and well-being of migrants.

IOM recognizes that environmental sustainability is inherently linked to the safety, security and wellbeing of migrants and societies. As part of IOM's mission to uphold the well-being of migrants and communities, IOM made an institutional commitment in 2017 to mainstream environmental sustainability in its strategies, projects and programs, and Facility Management and operations. This commitment is in line with the environment-related commitments of the Sustainable Development Goals, the environmental sustainability related commitments of the United Nations and the latest Strategy for Sustainability Management in the United Nations System 2020-2030. To achieve these objectives, IOM has established its Environmental Sustainability Unit, with a focus on three key environmental management areas: clean energy, water and waste management.

Two of IOM's key commitments are related to the clean energy transition: enabling access to clean energy in the organization's facilities and operations as well as in its projects, in line with Sustainable Development Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all, while ensuring the environmental sustainability associated with such transition. , IOM aims to ensure that challenges and opportunities related to energy access, are addressed through an ecosystem approach². This new approach must engage a range of key stakeholders in deploying systems and services that meet the needs of some of the world's most vulnerable. However, attempts to address this issue have to date been ad hoc and siloed within individual organizations and around singular energy technologies and delivery approaches. This has resulted in an overwhelming majority of refugees and internally displaced persons (IDPs) still not having access to modern, reliable and sustainable energy systems and services, relying heavily on firewood to meet their energy needs. Often, this is driven by a lack of access to energy systems and services as well as limited financial products that are tailored to unique needs of these marginalized groups. Moreover, a lack of enabling environment and other perceived risks have also prevented private actors from entering the market in displacement settings. For instance, default risk, the impermanence of communities in displacement, and uncertain costs of delivery due to unstable environments present significant challenges for market participants.

"New approach to building a participatory and inclusive marketplace for sustainable energy solutions" ("the Project") is being piloted in Mozambique where tropical cyclones Idai and Kenneth severely damaged property and infrastructure across Sofala, Manica, Cabo Delgado and Nampula provinces in 2019. About 1.8 million people were affected, with many fatalities, and thousands were displaced by the floods. After the devastation, 129,000 IDPs were resettled in 85 sites established by the Government of

² In this document, we define an ecosystem approach as an inclusive and participatory method of engaging the interconnected web of key stakeholders who are required to deliver energy systems and services.

Mozambique in the central region. Across the resettlement sites, energy is essential for meeting one's basic needs. Energy is needed for cooking, lighting, space cooling and refrigeration, and space heating at the household level as well as for productive uses of energy (PUE) such as powering income-generating activities for economic development. Currently, only a few households in the resettlement sites, situated in off-grid areas, have solar lanterns which were distributed by humanitarian organizations, but most are no longer functional. Hence, there is a need to create an enabling environment³ for modern, sustainable and reliable energy systems and services that should go beyond a single light source or phone charging device to unlock "total energy access"⁴, when possible. It is well documented that a lack of energy access impacts the health, education, livelihoods, safety, and wellbeing of displaced communities. Reliance on traditional fuels can also reinforce gender inequality, and increase the likelihood of gender-based violence, due to the primary role of providing energy (in the form of firewood collection at the household level) falling to women and girls.

5.5B.2 The project and innovative partnership

Given IOM's key role and extensive humanitarian operations, IOM aims to tackle the challenge of sustainable energy access in displacement settings through the Project, in partnership with NORCAP. The Project is funded as part of the Humanitarian Innovation Programme (HIP) from Innovation Norway which supports both early-stage innovation (Innovation Lab Grant Scheme) – which is the case of this Project - and scaling and diffusion of solutions that have proven to be successful at the pilot stage (Scaling Grant Scheme).

The Project specifically looks at bridging the gap between the demand for sustainable energy solutions in displacement settings and the supply of energy solutions from the private sector across five resettlement sites in Sofala Province, Mozambique. The overall objective is to develop a user-centred intervention that can support displaced populations to access and accelerate adoption of clean energy solutions while acting as a catalyst for investment and market participation. Significantly, the Project also aims to transform how humanitarian organizations and UN agencies can support the establishment of a participatory and inclusive marketplace, ensuring systemic change within the humanitarian sector with the ability to transform the way energy products and services are accessed by displaced populations in the long-term. In addition, the Project aims to provide evidence to replicate the most effective solutions in other displacement settings globally, creating a global reach.

The Project recognizes the importance of the puzzle of partnerships needed to deliver on the potential innovation opportunities in a comprehensive and sustainable manner. Furthermore, this Project aims to complement the range of existing energy access programmes present across Mozambique⁵ that support renewable energy markets development and as well as contribute to the growth of the markets in displacement settings. This approach to partnerships enables a multi-faceted and holistic approach to the energy access landscape by creating synergies between different aspects of the energy ecosystem while capitalizing on, and growing, previously siloed solutions of the various partners. This Call for Innovative Partnerships (CfIP) aims to foster increased partnerships between humanitarian organizations

³ An enabling environment includes policies, laws, regulations, and standards as well as societal norms and traditions, which enable the effective management of the ecosystem.

⁴ "Total Energy Access Approach" Definition: when the full range of energy supplies and services required to support human social and economic development are available to households, enterprises and community service providers". Practical Action (2014) Poor people's energy outlook 2014: Key messages on energy for poverty alleviation, Rugby, UK: Practical Action Publishing.

⁵ See Energypedia Mozambique Page for more information (https://energypedia.info/wiki/Energy_Access_Programmes_in_Mozambique)

and relevant private companies and social enterprises to propose and implement a pilot of the solution(s) to be determined by the CfIP.

Research (Phase 1) was undertaken between January to November 2022, which highlighted key findings (Annex 1), including a list of potential innovation opportunities for creating a marketplace for sustainable energy solutions in displacement settings (Annex 1, pages 1-2). IOM has already collected, collated analysed and understood the energy needs across the five IDPs resettlement sites through in-depth energy, market and financial assessments, and co-design workshops with the IDPs. In addition, the IOM team has conducted two Market Dialogue sessions designed to establish the challenges, focus the solutions, and set the tone for this CfIP. Through these processes, we have collated the key challenges and opportunities as presented in Annex 1.

Implementation (Phase 2) will include a pilot trial of the proposed solution(s) in three to five resettlement sites in Sofala Province in Mozambique which were selected based on the findings of the Phase 1. During Phase 2 IOM, together with selected partners, will implement the pilot with the aim of unlocking energy systems and services across the energy ecosystem for IDPs in these selected sites. From this pilot, we hope to develop a global delivery model and set of good practices for IOM and the wider humanitarian sector, with the future ambition to scale up and replicate in the future thanks to the Project's learnings. In order to encourage transformative and wide-spread change impact, the Project's key findings will be documented and promoted. A mid-term evaluation will be undertaken during the pilot to assess its effectiveness and make adjustments as required to facilitate ongoing learning and adaptation.

5.B.3 Benefits of innovative partnerships

IOM seeks to form strategic partnerships with legal entities including private sector companies and/or social enterprises (hereafter after referred to as "partners"), with the aim of developing and strengthening the level of energy access of households (electricity, clean cooking solutions, etc.), communities and/or productive uses through the pillars of demand, supply, and ecosystem. Through this CfIP, we invite partners to submit proposals to implement solutions that contribute to the multi-dimensional challenge of energy access in displacement settings. Within this challenge we would additionally include knowledge management, developing meaningful data, pathways for scaling, monitoring and evaluation (M&E), and sustainability on top of the implementation of energy systems and services.

Upon selection, partners will be expected to contribute to the development of the implementation of the Project pilot trial with their expertise, networks and resources (in-kind and/or financial). It is expected that there will be significant long-term benefits for both partners and local communities in terms of energy access, environmental preservation, and the scaled effects of sustainable social, economic and health impacts, as well as involvement in shaping the future landscape of energy within resettlement sites in Central Mozambique and beyond.

The partnership(s) is based on fair sharing of costs, resources and knowledge. Each partner should contribute to the extent they have capacity, with recognition of the shared benefits and risks of their contribution.

5.C. Scope of Activities, Expected Outputs and Target Completion

5.C.1 Activities

IOM is looking to create an enabling environment for modern, reliable and sustainable energy solutions rather than solely deploying systems and services. To the extent possible, IOM will contribute humanitarian sector expertise (including technical skills and networks), logistic facilitation, access to the resettlement sites and introduction to the IDP communities, as well as leading the overall management of the Project.

IOM is looking to support the following activities including, but not limited to:

- 1) the demand side financial inclusion, for example through direct or indirect financial support and capacity building for IDPs;
- 2) the design and establishment of a de-risking solution(s) for the supply side;
- 3) awareness raising, trainings, demand creation activities;
- 4) M&E activities; and/or
- 5) knowledge management related to the innovation process, including plans for scale up and replication.

The activities necessary to deliver and implement the proposed solution(s) should be designed to address the challenges and leverage the opportunities presented in Annex 1, pages 1-2. Therefore, depending on the scope and nature of the solution proposed, the major activities expected to be undertaken by the potential partner(s) include but are not limited to:

Implementation design (mandatory activity)

- Integrate end-users' (IDPs, IOM, key stakeholders, partners, or others) perspective to refine and better tailor the proposed solution through a inclusive and participatory approach (e.g., site visits, consultations with end-users and other sector partners)

Implementation of the solution(s) (if applicable to the proposed solution)

- Establish presence in or near the resettlement sites to facilitate the implementation of the proposed solution and provide adequate support for IDPs (e.g. supply, marketing, sales and after sales) (if applicable)
- Establish a direct communication line for feedback from end-users of the proposed solution
- Build capacity and raise awareness among end-users through training, education and/or other activities about the use and benefits of the proposed solution
- Establish, implement and manage an innovative financing (e.g. blended finance⁶) and/or de-risking mechanism⁷ (e.g. guarantees, first loss, insurances)

⁶ *Blended finance can include one or more of the following financial support mechanisms: 1. Direct funding for the removal of commercial barriers; 2. Technical assistance; 3. Risk transfer mechanisms; and/or 4. Market incentives.* Reference: World Economic Forum, & Organisation for Economic Co-operation and Development. (2015). Blended Finance Vol . 1 : A Primer for Development Finance and Philanthropic Funder. In ReDesigning Development Finance Initiative (Vol. 1).

https://www3.weforum.org/docs/WEF_Blended_Finance_A_Primer_Development_Finance_Philanthropic_Funders.pdf

⁷ *Risk transfer reduces specific risks associated with a transaction. This mechanism provides direct compensation or assumes losses for specific negative events, addressing the concern of private capital providers to ensure their capital can be preserved related to project/company specific risks.* Reference: NRC. (2022). Blended Finance Solutions for Clean Energy in Humanitarian and Displacement Settings Lessons Learnt – An Initial Overview. <https://www.nrc.no/globalassets/pdf/reports/blended-finance-solutions-for-clean-energy/blended-finance-solutions-for-clean-energy-in-humanitarian-and-displacement-settings.pdf>

- Develop cross-sectoral partnerships to create a multi-dimensional enabling environment for sustainable energy solutions while leveraging existing relationships (when possible)
- Any other activity that the proposed solution requires to be put in place for its successful implementation

M&E (mandatory activities)

- Monitor and evaluate (M&E) progress and success/failure of the implementation of the solution through adequate M&E approaches (to be agreed with IOM in advance) and share updates with IOM.
- Share knowledge and learnings in the form of reports with IOM including challenges as well as best practices for replication and scale up

Route to scale-up and replication (mandatory activity)

- Establish long term plan for the solution to be sustainable over time after the project's end, and possibly replicated and scaled up to other settings

Finally, the innovative solution and related activities proposed by the proposer need to be presented in a logical sequence. Systems, services, and related activities should meet quality standards both in terms of management and technology (e.g. ISO standards), if applicable.

5.C.2 Outputs

Based on the activities required to implement the proposed solution(s) and depending on the scope of the solution(s) proposed by the proposer, **at least one of the following Outputs/Lots (1 to 4)** is expected to be delivered during the Project's implementation period:

1. Output/Lot 1: The implementation of tailored demand-side financial services and/or financial products to improve financial inclusion of IDPs and to unlock access to sustainable energy systems (e.g. solar home systems, clean cooking solutions, PUE appliances) by IDP households and/or local entrepreneurs.
2. Output/Lot 2*: The establishment of a marketplace in resettlement sites for sustainable energy solutions to improve household-level energy access (e.g. solar home systems, clean cooking solutions) in line with market-based approaches.
3. Output/Lot 3*: The creation of productive use energy opportunities for IDPs, including through demand-side creation, training, capacity building of local (established or aspiring) entrepreneurs.
4. Output/Lot 4: The establishment of innovative financing and/or de-risking mechanism(s) to mitigate perceived risks of off-grid energy companies to operate in displacement settings and/or to complement existing energy programmes in Mozambique⁸.

Note: *If the proposer applies for Output/Lot 2 and/or 3 but not explicitly for Output/Lot 4, they should still include a clear description of what type of innovative financing and/or de-risking mechanism(s) they would like to see in place to mitigate the perceived risks of off-grid energy companies to operate in displacement settings and/or to complement existing energy programmes in Mozambique⁹.

To support the development of the proposals, IOM prepared in the form of an appendix (Annex 1) to the TOR some data and information for the proposer to use as reference/input to the activity. The Annex is compilation of the findings from Phase 1 of the Project, which was undertaken between January and

⁸ See Energylopedia Mozambique Page for more information (https://energypedia.info/wiki/Energy_Access_Programmes_in_Mozambique)

⁹ See Energylopedia Mozambique Page for more information (https://energypedia.info/wiki/Energy_Access_Programmes_in_Mozambique)

November 2022 through a market dialogue (including bilateral meetings) with key stakeholders in the sector, as well as field data collection (energy, market and financial assessments, plus co-design workshops) across five resettlement sites. The research identified:

- Key insights from energy needs and market assessments.
- Key challenges and opportunities for energy ecosystems in resettlement sites across the central regions of Mozambique.
- Key characteristics and typologies of the five resettlement sites in scope in this project.

Please refer to Annex 1 when designing the solution to be presented in the proposal.

5.E. Institutional Arrangement

The successful partner(s) will work under the direct supervision, report to, seek approval from and obtain certification of acceptance of output from the IOM Mozambique Project Manager for Energy in Displacement Settings, and will be under the overall supervision of the Chief of Mission of IOM Mozambique.

They shall participate in meetings with other parties involved in the Project, such as IOM, when deemed necessary by IOM. They will will organise progress meetings (this may be in person or remotely via online call) every other week for the first two months of implementation and monthly afterwards (the frequency may be modified by IOM at its discretion). They shall submit written reports on a monthly basis (the frequency may be modified by IOM at its discretion, and the template will be elaborated by IOM) which includes as a minimum, but not limited to:

- Updates and achievements of the past month
- Plan for the upcoming month
- Any challenges and learnings, including updates in strategy and approach

Depending on the scope and nature of the solution proposed, the successful partner(s) will collaborate, interact and liaise with project partners, co-implementors, communities, and local government units as well as any other relevant actors when and if deemed necessary by IOM. Any proposed collaboration with previously mentioned actors should be articulated by the proposer in the proposal highlighting the type of actor, role in the project and value they bring to the project.

5.F. Duration of the Work and Tentative Schedule of Milestones

The Pilot kick-off is foreseen to take place in March and implementation phase should run till October 2023. While the pilot is estimated to be implemented during 8 months, the length of the project might be extended depending on negotiations and only if agreed with the project's donor. Proposers are advised to take into consideration this potential 1-4 month extension of services.

A mid-term evaluation will be undertaken during the pilot to assess its effectiveness and make adjustments as required to facilitate ongoing learning and adaptation. At the end of the pilot phase, a final report should be delivered to IOM.

5.F.1 Call for Innovative Partnerships Timeline

The process to form the partnership(s) consists of the following seven steps. The timeline for the steps is outlined in **the section below**.

- **Step I: Review the CfIP:** Proposers are encouraged to carefully review the CfIP and verify that they comply with the eligibility criteria.
- **Pre-proposal Conference:** Proposers complying with the eligibility criteria outlined in the CfIP, are encouraged to participate in IOM's pre-proposal conference which will explain the CfIP in more detail. The conference will take place online on 12 January 2023, 9 am (CET). Proposers should send names and email addresses of all participating individuals from their organization to jdeslate@iom.int and kindly copy mscuprocedure@iom.int and greening@iom.int. Whilst registration for the conference is not compulsory to apply to the CfIP, it will ensure proposers are on the email distribution list for any updates, including any addendums for responses to questions on the CfIP.
- **Step III: Clarification of solicitation documents:** Proposers may request clarifications on any of the RFP documents no later than 15 January 2023, 11.59 pm (CET).
- **Step IV: Submit a proposal:** After the pre-proposal conference, proposers are encouraged to submit a proposal detailing their proposed solution(s) as further outlined in Section 4 of the RFP to the jdeslate@iom.int and kindly copy mscuprocedure@iom.int and greening@iom.int, before the submission deadline. Please ensure that you have provided all the requested information and supporting documents.
- **Step V: IOM reviews the received proposals:** IOM reviews all proposals and notifies proposers if additional information is required.
- **Step VI: Selection result:** Based on a complete assessment of all the proposals including supporting documents and interviews (if applicable), IOM will select the partner(s) it wishes to collaborate with. All proposers who have submitted proposals will be notified if they have/have not been selected.
- **Step VII: Partnership agreement and pilot implementation:** A partnership agreement will be signed by selected partner(s) and IOM, with additional planning discussions regarding the proposed solution(s) between partners and IOM experts prior to pilot implementation.

All proposers should refer to the following schedule of the CfIP. This schedule reflects the expected completion dates but may be modified by IOM at its discretion.

- 9 am (CET) 12th January 2023 Pre-proposal Conference (online)
- 11.59 pm (CET) 15th January 2023: Deadline for submission of questions on CfIP
- 11.59 pm (CET) 17th January 2023: Deadline for IOM's answers to questions on CfIP
- 24th January 2023: Deadline for the submission of proposal(s)
- February 2023: Selection of partner(s) and partnership agreement signing
- March – October 2023: Pilot kick-off and implementation

	2 Jan. 2023	12 Jan. 2023	17 Jan. 2023	24 Jan. 2023	30 Jan. 2023	6 Feb. 2023	13 Feb. 2023	20 Feb. 2023	27 Feb. 2023	6 March 2023
Week commencing										
RFP opening period										
Pre-proposal conference										
Compile and ask questions										
Questions answered										
Receiving of Proposals										
Proposal's evaluation & feedback (planned)										
Clarification meeting (if applicable)										
Due Diligence of the selected partner(s)										
Contracting										
Kick-off and start of implementation										

5.G. Location of Work

IOM is looking to implement the proposed solution(s) to serve displaced communities for the project period in three to five (5) resettlement sites namely Machonjova, Metuchira, Ndedja, Muda Nunes and Savane in Sofala province, Mozambique, hosting 2,233 households (and excluding any host communities but to be targeted as well). Key information and a map indicating the locations of these sites and the distance to major roads and cities, is provided in Table 1 and Figure 1 below. More information about the resettlement sites is available in Annex 1.

Table 1: Resettlement Site Basic Data (Displacement Tracking Matrix (DTM) - Multi-Sectoral Location Assessment (MSLA) Round 22 (February-March 2022¹⁰)).

Name of Resettlement Site	Number of Households	Total number of IDP individuals	District	GPS coordinate		Accessibility	IDP Locality of Origin
				Latitude	Longitude		
Machonjova	512	2,259	Buzi	-19.791069	33.950051	220 km from Beira Accessible via 62-km National Road (N1) from Inchope-Mutindiri followed by 30 km unpaved road	Grudja
Metuchira	596	3,143	Nhamatanda	-19.174	34.217	107 km from Beira Accessible via N6 National Road followed by 12-km unpaved road from Nhamatanda town	Metuchira
Ndedja	605	3,025	Nhamatanda	-19.351	34.372	90 km from Beira Adjacent to Beira-Chimoio N6 National Road	Lamengo or Chirassiqua
Muda Nunes	207	1,035	Nhamatanda	-19.368965	34.407327	81 km from Beira Accessible via N6 National Road followed by 1.5-km unpaved road	Tica Sede
Savane	313	1,117	Dondo	-19.405	34.707	60 km from Beira Accessible from Dondo by 21-km N82 National Road	Chaimite

¹⁰ <https://displacement.iom.int/datasets/central-mozambique-multi-sectorial-location-assessment-dataset-round-22-public-dataset>

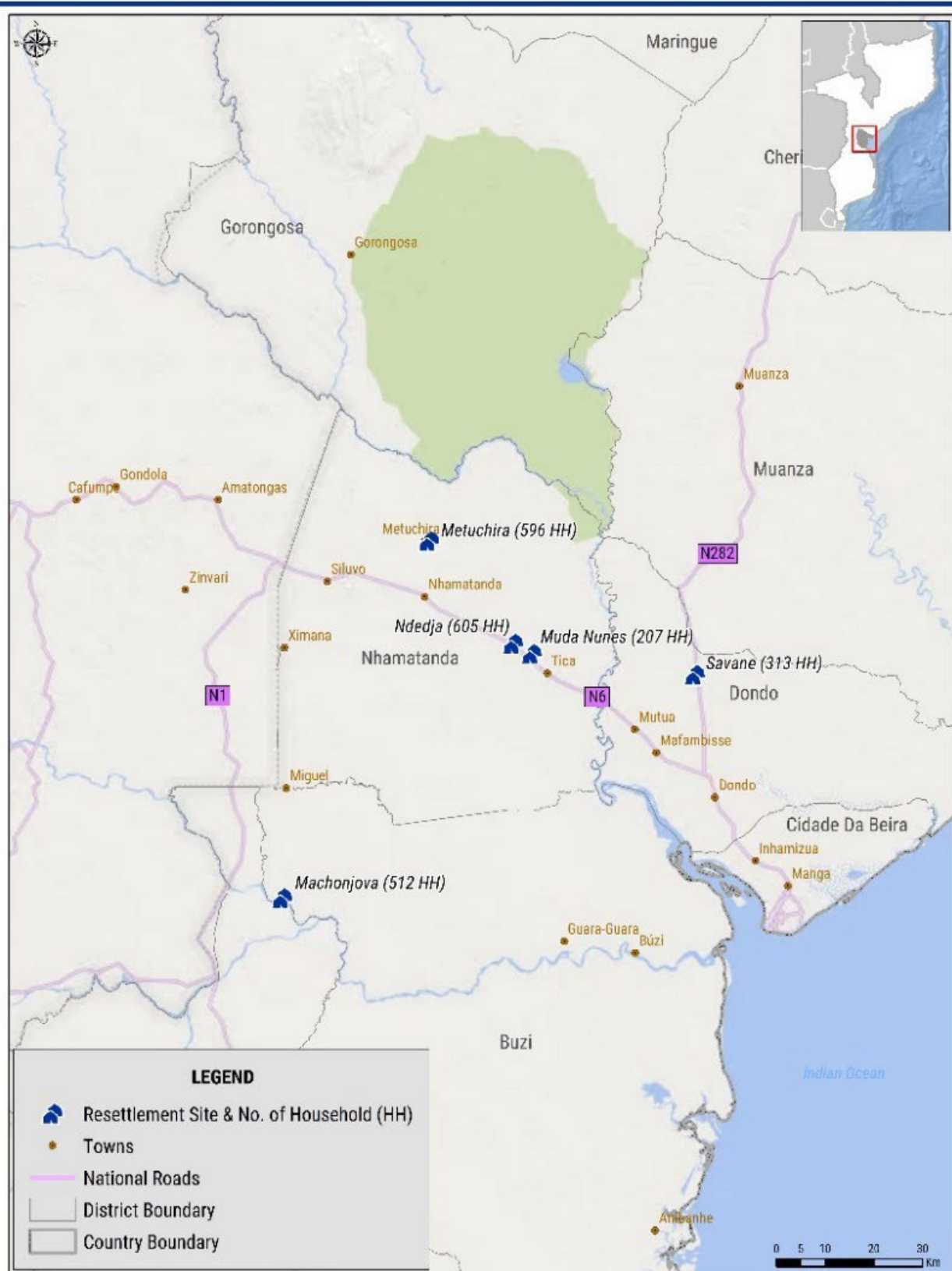


Figure 1: Map of the selected resettlement sites in Sofala Province

5.H. Qualifications of the Successful Partner at Various Levels

The proposer should be operating as an enterprise/business/company undertaking work related to the requirements of the TORs for a minimum of one year (12 months). The proposer should have the necessary management and team structure (e.g. team leader, team members) and/or other experts necessary for the implementation of their proposed solution, including personnel with relevant education and minimum 3 years of work experience. Experience in working with displaced communities, familiarity with the key issues confronting Sofala Province in Mozambique, understanding of and ability to relate with the local culture, and/or knowledge of the local language(s) would be an advantage for the success of the work implementation.

5.I. Scope of Proposal Price and Schedule of Payments

The contract price will be fixed output-based price regardless of extension of the specific duration. The funds will be paid in phases upon achievement of key deliverables to be set and agreed upon by IOM and the partner. A share (10%) of the total contract contribution will be retained by IOM until successful completion of all activities and receipt and approval of the final report.

5.J. Recommended Presentation of Offer

The Technical proposal should be organized following the template offered in FORM G of the RFP.

5.L. Annexes to the TOR

Annex 1 consists in information regarding the:

- Key insights from energy needs and market assessments.
- Key challenges and opportunities for energy ecosystems in resettlement sites across the central regions of Mozambique.
- Key characteristics and typologies of the five resettlement sites in scope in this project.

Please refer to Annex 1 when designing the solution to be presented in the proposal.

Annex 2 consists in the Partnership Agreement template.

Annex 3 contains the Vendor Information Sheet.

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 Contract Form with General Conditions of Contract

The sample contract for the Partnership Agreement can be found in **Annex 2**.

SECTION 7: PROPOSAL FORMS

Form A: Proposal Confirmation

Form B: Checklist

Form C: Technical Proposal Submission

Form D: Proposer Information

Form E: Joint Venture/Consortium/Association Information

Form F: Eligibility and Qualification

Form G: Format for Technical Proposal

Form H: Format for CV of proposed key personnel

Form I: Statement of Exclusivity and Availability

Form J: Financial Proposal Submission

Form K: Format for Financial Proposal

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
a) Form C: Technical Proposal Submission	<input type="checkbox"/>
b) Form D: Proposer information	<input type="checkbox"/>
c) Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
d) Form F: Eligibility and Qualification	<input type="checkbox"/>
e) Form G: Technical Proposal	<input type="checkbox"/>
f) Form H: CVs of proposed key personnel	<input type="checkbox"/>
g) Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

A. Form J: Financial Proposal Submission	<input type="checkbox"/>
B. Form K: Financial Proposal	<input type="checkbox"/>

FORM C: TECHNICAL PROPOSAL SUBMISSION

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

We, the undersigned, offer to supply the services required for Click or tap here to enter text. in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

BIDDER’S DECLARATION OF CONFORMITY¹¹

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 Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or

¹¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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.



FORM D: PROPOSER INFORMATION

Please refer to Annex 3 and fill in the Vendor Information Sheet (VIS).
(See attached)

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name _____ of _____ partner: Name _____ of _____ partner:
 Signature: _____ Signature: _____
 Date: _____ Date: _____

Name _____ of _____ partner: Name _____ of _____ partner:
 Signature: _____ Signature: _____
 Date: _____ Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

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

If JV/Consortium/Association, to be completed by each partner.

Date of Incorporation (Day/Month/Year):	
--	--

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

History of Receiving/Managing Grant/Funds of Minimum USD 50,000

Year	Grant/Funds Identification	Total Grant/Funds Amount (current value in USD)
	Name of Donor/Programme: Address of Donor/Programme: Description(s) of the activities performed under the Grant/Funds:	

Financial Standing

Annual Turnover for the last 3 years	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			



Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b. Historic financial statements must be audited by a certified public accountant;
- c. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

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

The proposer’s proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. The proposal should be maximum 30 pages, excluding appendices.

Section 1: Proposer’s qualification, capacity and experience (Organizational attributes)

Summary of how the proposer(s) aligns with the following attributes:

- Information about your organization(s) in terms of overall strategy and core activities
- General Reputation of organization and staff credibility / reliability / industry standing
- General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity (including experience managing grants), project management controls, extent to which any work would be subcontracted.
- Distribution range and geographic coverage, including any presence near displacement settings.
- Experience with working with displaced communities and in displacement settings (if applicable), and/or vulnerable communities
- Experience in engaging with financial institutions or energy access programmes on financing energy projects and/or financial services for vulnerable groups.
- Quality assurance procedures and risk mitigation measures
- Current policies/financial investment in environmental sustainability, and/or energy access, transition or efficiency (if applicable) that show potential partner’s organizational commitment to energy interventions (demand or supply and sides, or ecosystem) for vulnerable groups.
- Evidence of a commitment to capacity building and/or sharing in the country of implementation, with the vulnerable groups and other partner organization(s) including IOM.
- Evidence of a commitment to innovation including evidence of contribution to previous innovative partnerships or innovation programmes/projects (if applicable).

Section 2: Proposed methodology approach and implementation plan (Technical capacity and proposed solution)

This section should demonstrate the proposer’s responsiveness to the TORs by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another. Please include a clear statement indicating which Output(s) – 1, 2 3, and/or 4 (can be more than one Output) listed in Section 5.C of the RFP the proposer expects to deliver on during the Project’s implementation period. If the proposer applies for Output/Lot 2 and/or 3 but not explicitly for Output/Lot 4, they should still include a clear description of what type of innovative financing and/or de-risking mechanism(s) they would like to see in place to mitigate the perceived risks of off-grid energy companies to operate in displacement settings and/or to complement existing energy programmes in Mozambique¹².

¹² See Energypedia Mozambique Page for more information (https://energypedia.info/wiki/Energy_Access_Programmes_in_Mozambique)

Summary of the proposed solution(s) including:

- Details of the solution and how it addresses the innovation opportunities and challenges outlined in Annex 1, Page 1-2 (and any others, if applicable).
- Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- Relevance to the Demand, Supply, and/or Ecosystem pillars as they relate to the Household, Community, and/or Productive use levels of implementation.
- Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement
- Their sustainable business model and commercial ways of working with the displaced communities in the long term, including any potential costs to beneficiaries and exit strategy if any
- Speed of mobilisation: What is already developed out of the box in the solution, and what may need to be developed or customized.
- Identify the opportunities and challenges that the organization/solution does not/cannot address in order for IOM to understand if additional partners may be needed. Please describe the type of organization you think could address them, as well as their role and potential activities to complement the solution.
- Describe what is the role that IOM is expected to play in the solution
- Any other comments or information regarding the approach and methodology that will be adopted.

Section 3: Cross-Cutting Themes

- Description of the integration of cross cutting themes Ability to engage local entrepreneurship / build local capacity or create “green jobs” through the proposed solution.
- Replicability and scalability of proposed solution
- Gender equality benefits included in the solution.
- Benefits to specific marginalized groups within the displaced community that may be included in the solution.
- Intended or unintended socio-cultural, environmental, and financial impacts of the solution.
- Describe how the solution will contribute to disaster risk reduction and to climate change adaptation and mitigation.

Section 4: Management Structure and Key Personnel

- Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations.
- For each of the key personnel provide: the CV **using the format in Form H** and the statement of exclusivity and availability **using the format in Form I**.

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

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

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

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

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM J: FINANCIAL PROPOSAL SUBMISSION

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

We, the undersigned, offer to provide the services for *Click or tap here to enter text.* in accordance with your Request for Proposal No. *Click or tap here to enter text.* and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and this Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal (i.e. Total monetary value of the proposed solution(s) to be implemented) is for the sum of USD *Click or tap here to enter text.*

Our Proposal for our Contribution from our Own Resources to the Proposal (in-kind and/or financial) is for the sum of *Click or tap here to enter text.* (USD Equivalent).

Overall, our Financial Request to IOM to implement the proposed solution(s) is for the sum of USD *Click or tap here to enter text.* (i.e. “Financial Proposal” minus “Contribution from our own resources”).

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Name : _____

Title : _____

Date : _____

Signature : _____

[Stamp with official stamp of the Proposer]

FORM K: FORMAT FOR FINANCIAL PROPOSAL

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

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal. **The Financial Proposal should not include core business costs.**

Currency of the proposal: Click or tap here to enter text.

Table 1: Summary of Overall Prices

	Amount
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal/Offer (i.e. Total monetary value of the solution(s) to be implemented)	
Total Contribution from the Partner’s own resources to the Proposal (in-kind and/or financial in USD equivalent - Co-financing)	
Total Financial Request from the Partner to IOM (= “Total Amount of Financial Proposal” minus “Contribution from the Partner’s own resources”)	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of days / months / hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of Measure	Quantity	Unit Price	Total Amount
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
Etc.				

Upon selection, partners will be expected to contribute to the development of the implementation of the Project pilot trial with their expertise, networks and/or resources (in-kind and/or financial). It is expected that there will be significant long-term benefits for both partners and local communities in terms of energy access, environmental preservation, and the scaled effects of sustainable social, economic and health impacts, as well as involvement in shaping the future landscape of energy within resettlement sites in Central Mozambique and beyond. The partnership is based on fair sharing of costs, resources and knowledge. Each partner should contribute to the extent they have capacity, with recognition of the shared benefits and risks of their contribution.

In Table 5, please provide an overview of the resources required to realize the solution, including indication of the partner’s own resources allocated (in-kind and/or financial). This can include (but is not limited to):

- Hardware (tools, spare parts, solar products, transport costs).
- Training and materials.
- Specific activities and outputs for the pilot.
- Any likely reoccurring costs and business model for reoccurring costs (for example, service fees).
- Personnel.
- Other.

Table 5: Breakdown of Partner’s Own Resources Allocated to the Proposal (in-kind and/or financial in USD equivalent)

Description	Unit of Measure	Quantity	Unit Price	Total Amount
Subtotal Own Resources Allocated (in-kind and/or financial in USD equivalent):				