**EXTENDED INVITATION TO SUBMIT EXPRESSION OF INTEREST**

**for**

**DEVELOPMENT AND COORDINATION OF FASHION ACTIVITIES**

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

In the framework of the project “Bosnia and Herzegovina: Enhancing Social Cohesion in Communities Hosting People on the Move”, IOM Bosnia and Herzegovina now invites Expression of Interest from eligible NGOs, INGOs and companies for the following services: DEVELOPMENT AND COORDINATION OF FASHION ACTIVITIES.

The Expression of Interest shall contain information on the following:

1. A detailed description must be provided on how the requirements specified in Annex A: Terms of Reference match the capability, experience, knowledge and expertise of the Service Provider,
2. Duly Accomplished Annex B with all requested information.
	* qualification and experience of relevant professionals and technical personnel currently employed
	* track record and experience of the service provider in similar assignment, and
	* other relevant information.

The Expression of Interest shall be submitted in English language via email to sjjproc@iom.int **no later than** **01 August 2022 by 17:00 hours**.

On the basis of the above information, the IOM shall draw up the shortlist of Service Providers. Shortlisted service providers will be invited to submit a full proposal for the services included in Annex A – Terms of References, including narrative proposal and financial offer.

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

**ANNEX A – TERMS OF REFERENCE**

## Background

In response to the increased arrivals and presence of migrants and asylum seekers in Bosnia and Herzegovina (BiH), since the end of 2017, the International Organization for Migration (IOM) has been assisting authorities in providing accommodation and humanitarian assistance to people on the move. Supported primarily by the European Union, IOM in close coordination with the Ministry of Security and Service for Foreigners Affairs, is managing four temporary reception centres , providing accommodation and assistance to around 2,500 migrants and asylum seekers per day.

In 2021, IOM established three sewing/fashion corners in the Migrant Temporary Reception Centres (TRCs) Miral (Velika Kladusa), Blazuj (Ilidza), and Usivak (Hadzici). The aim was to offer a space for migrants, asylum seekers and refugees to express their creativity, spend meaningful time together, use and improve their sewing and tailoring skills and improve their wellbeing through workshops. The sewing/fashion corners produce a variety of items: garments mixing Western, African and Asian traditions, bags, house decoration items, etc.

This initiative has gathered wide attention in BiH society and culminated in a Fashion Show called The Story About Us, held on 16th of December 2021 at Sarajevo City Hall to mark International Migrants' Day launching the “No Nation Fashion” (NNF) fashion brand that brings together the talent, creativity and craftmanship of people of different origins, whose journey brought them to Bosnia and Herzegovina, and of Bosnian artists and fashion designers.

Collaboration with local designers and textile companies is a key component of this philosophy, as we see that the private sector may play a major role in the integration process.

In May 2022, the NNF initiative won the IOM Global Innovation Award for Gender, Diversity & Social Inclusion. The award acknowledges the positive impacts of the NNF initiative on gender equality and social inclusion through fashion studios’ creative activities, workshops, and education.

## Objective

Against this background, IOM seeks to identify a qualified service provider with the relevant experience in similar type of activities either in the fashion industry or in the not-for-profit sector working with vulnerable categories to further develop and coordinate NNF activities following the principles of social entrepreneurship, with possibility to donate items or part of the profit for humanitarian purposes.

## Tasks

The service provider shall be responsible for running NNF activities on behalf of IOM, in particular it will:

1. Ensure daily operation of NNF sewing/fashion corners in Sarajevo and Una Sana Canton:
	* Manage the contracts and oversee the work of NNF Creative Director, experts and relevant staff necessary for running of activities (tailor, workshop coordinators, as required). To the extent possible, employment of refugees, asylum seekers and other foreigners with the right to work should be prioritized. If required, facilitate participation of volunteers.
	* In coordination with IOM, facilitate the gradual relocation of NNF workshops outside TRCs (ideally one corner in Sarajevo Canton and one corner in Una Sana Canton). Upon relocation, the service provider should facilitate transportation of participants if necessary.
	* Ensure wide and regular participation of both migrants and host community members in NNF corners activities by sharing information on activities’ schedule, animating participants, etc.
	* Ensure progressive capacity building of migrants and community members in sewing, fashion design and other skills.
	* Maintain age and gender disaggregated records of participants for the purpose of reporting and awarding migrants for their contribution to NNF.
	* Manage a system for rewarding migrants attending NNF with vocational training opportunities, vouchers or other means (to be financed through part of the NNF profit).
	* Ensure full respect of IOM personal data protection rules and protection procedures for engagement of minors and other vulnerable categories.
	* Provide regular updates to IOM on project activities.
2. Oversee and manage NNF production, sales and reinvestment of profit:
	* Oversee the creation and production of NNF different collections (such as: high fashion, casual, corporate and giving back collections).
	* Facilitate donations of NNF items to local institutions, associations and people in need.
	* Fully manage sales of NNF items, in line with BiH legislation.
	* Ensure placement of NNF items in concept stores and online shops, as appropriate.
	* Manage relations with customers, follow up on orders and requests for custom fitting NNF collection items.
	* Manage NNF collection stock and keep regular records of sales.
	* Use profits for reinvestment into the brand development, rewarding of participants and for humanitarian purposes, based on the principles of social entrepreneurship.
	* Ensure NNF assets management and maintenance (machines, consumables and materials).
3. Conduct promotional activities:
	* When needed, prepare promotional materials following NNF branding guidelines.
	* Through the NNF Creative Director, manage and ensure regular update of NNF social media profiles (Facebook and Instagram), in line with IOM and donor visibility guidelines.
	* Participate in media appearances to promote the brand and facilitate access to NNF corners to the media as requested by IOM and in line with IOM guidelines on NNF visibility.
	* Organize promotional and sales events (fashion shows, pop-up shops, performances, etc.):
	* Plan, prepare and coordinate design process for NNF fashion events from conception through to final styling and running of the show (e.g. meeting with product designers, creating rough-draft templates using freehand techniques, meeting with designers to review the final products, tweaking the pattern and filing the design).

Timeframe

The duration of the contract is for six months (probation period) with the possibility to develop it in a long-term partnership.

## Location

Initially, the service provider is expected to provide services in Temporary Reception Centres in Sarajevo and Una Sana Canton as agreed with IOM. The service provider should facilitate relocation of NNF corners outside reception centres in Sarajevo and Una Sana Canton.

## Shortlisting criteria:

1. Registered entity in BiH with established offices/presence in Sarajevo Canton and Una Sana Canton (or possibility to do so in a short period of time)
2. Relevant technical and managerial capabilities to enable quick organisation and continuous implementation;
3. Minimum 5-year experience in implementation of similar projects nationally and/or internationally
4. Annual minimum profit and loss or budget and expenditure in the value of 200,000 for the past two years.
5. Knowledge of the migrant situation in BiH would be considered as an advantage
6. Proven experience and track record in engagement of vulnerable categories
7. Track record in supporting the development of social enterprises is an advantage
8. Good reputation of integrity and impartiality
9. Possibility to carry out export of goods directly or via an affiliated entity is a strong advantage

**ANNEX B: BIDDERS INFORMATION**

**TABLE 1 – GENERAL INFORMATION**

* Name of the Company/NGO
* Address
* Phone Number
* Fax Number
* Email Address
* Address of Other Offices, if any
* Name and Designation of the Contact Person
* Legal Status (***Provide certified copies of Registration)***
* Registration number
* Place of Registration
* Principal place of business
* VAT Registration number

**Provide certified copies**

**TABLE 2 – QUALIFICATION AND EXPERIENCE OF RELEVANT PROFESSIONALS AND TECHNICAL PERSONNEL CURRENTLY EMPLOYED**

* Name of the Employee
* Position
* Qualification
* Years of Experience
* Description of Experience
* Other relevant information

**TABLE 3 – COMPANY/NGO EXPERIENCE IN LAST FIVE YEARS**

* Starting Month/ Year
* Ending Month / Year
* Client
* Description of services
* Contract Amount
* Remarks (**Provide documentary evidence)**

**TABLE 4 – SIMILAR EXPERIENCE IN LAST THREE YEARS**

* Year
* Client
* Description of works
* Contract Amount
* Remarks **(Provide documentary evidence (\*))**
* **Please include copies of completion certificates issued by former clients/donors and / or performance appreciation / evaluation letters from former clients/donors providing their contact details and approval to contact them.**