

IOM MISSION – GHANA

CALL FOR *EXPRESSION OF INTEREST*

1 ***Timeline***

Call for Expression of interest ID #	4200544629
Posted (date)	5 October 2023
Clarification Request Deadline	13 October 2023
Application Deadline	20 October 2023
Notification of Results	3 November 2023
Implementation Start Date	20 November 2023
Implementation End Date	30 May 2024

2 ***Locations***

Greater Accra, Eastern and Central Regions, Ghana

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

Provision of comprehensive entrepreneurship training and support the establishment of individual income generating set-ups. This will include assessment of beneficiaries' skills, market feasibility studies for viable businesses, set-up and further coaching support after set up of their enterprises to contribute to sustainable reintegration in Ghana.

4 ***Issuing Agency***

The International Organization for Migration (IOM)

5 ***Project Background***

IOM is an intergovernmental organization that aims to advance understanding of migration issues, encourage social and economic development through its programmes, uphold the human dignity and well-being of migrants and promote safe migration. Under the EU-IOM Joint Initiative, IOM took an innovative approach to the sustainable reintegration of migrants -which comprises partnering with government and private partners for the implementation of reintegration projects for Ghanaian returnees. Through this, the initiative fostered national ownership of reintegration activities as well as strengthened the capacity of partner institutions to deliver reintegration support to returned Ghanaian migrants. The Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA) seeks to consolidate these gains by strengthening these partnerships through cost sharing and fully funded projects.

In this context, the specific location for the reintegration activities will be in the Greater Accra, Easter and Central regions. In these regions, the economic reintegration activities undertaken by return migrants are mainly the provision of services and artisanal works. To foster the sustainability of the economic reintegration activities of our returned migrants, IOM seeks an expert partner to support the returnees in the Greater Accra, Easter and Central regions with entrepreneurial skills development, provision of their start-up kits and coaching

and monitoring support for establishment and scaling up of migrant economic activities, including leveraging private and governmental business support initiative.

6

Expected Results

Provision of comprehensive entrepreneurship training and support for the establishment of individual or collective income-generating set-ups for 80 returned migrants in the Greater Accra, Eastern and Central regions, including leveraging existing national and private sector support for business development.

7 **Indicative Budget**

75,000 EUR

8 **Other Information**

Applying organization should have a proven record of work done in the specified geographical area, in entrepreneurship training and microbusiness set-up. Previous work done for a UN organization is desirable.

9 **Selection Criteria (adjust as necessary)**

Name	Description	Weight
Relevance of proposal to achieving expected results	Relevance of proposal to achieving expected results; Expertise on life skills, budgeting skills as well as, communication, negotiation and participation skills; Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; Adequacy and clarity of proposed budget (including contribution by CSO); Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors	60
Sustainability of intervention	Experience in partnering with key institutions related to youth and adolescent participation and development; National and Local experience, presence and community relations; Management ability; Sustainability of intervention.	20
Other	Replicability/scalability; Gender mainstreaming skills to apply during implementation of the programmes; Innovative approach	20

10 **Attachments**

Description	URL
ANNEX A – Terms of Reference	(Insert link)
ANNEX B - Implementing Partner References Checklist	(Insert link)
ANNEX C - Implementing Partners General Information Questionnaire	(Insert link)
ANNEX D - Concept Note Template	(Insert link)

<i>ANNEX - E Financial and Narrative Reporting Templates</i>	(Insert link)
<i>ANNEX F - Project Implementation Agreement Template</i>	(Insert link)
<i>Please add any other templates as relevant</i>	(Insert link)

12 For more information on this partnership opportunity, and to apply, please visit

<http://www.iom.int/countries/ghana>

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

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. The selected Implementing partner needs to be ready to develop a detailed budget based on the submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

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

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

For more information, please contact in writing Lamine Kane, Project Manager or

Victoria S. Adomako Cofie, Reintegration Assistant sending an email to mlkane@iom.int or VKankam@iom.int

Expression of Interest submission guidelines

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

1. The Application must be submitted exclusively by email to the following office e-address iomaccra@iom.int copying the focal persons mlkane@iom.int or VKankam@iom.int no later than **20 October, 2023** at 12 Midnight with the following Call for Interest ID number: **MPRR_01**. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
4. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages

by the Implementing Partner's Authorized Representative; and

c. Any other relevant documents

5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
6. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
7. IOM at no occasion will ask for an application fee from Implementing Partners.
8. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
9. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
10. The Implementing Partner by submitting an application gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
11. IOM reserves the right to accept or reject any Application and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

Annex A: Terms of Reference

Introduction
<p>Assisted Voluntary Return and Reintegration (AVRR): AVRR is a core activity of IOM Ghana and is part of its comprehensive approach to migration management. Through its AVRR programmes, IOM provides administrative, logistical and financial support – including reintegration assistance – to migrants who are unable or unwilling to remain in their host/transit country and express the wish to return to their countries of origin.</p> <p>Through an integrated approach to reintegration, IOM through the Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA) seeks partnerships with government and non-government agencies in the delivery of fully funded, cost sharing and no cost reintegration projects.</p>
Background
<p>In consolidating the achievements of the Joint Initiative for Migrant Protection and Reintegration funded by the European Union, the IOM is partnering with government and non-governmental agencies for the implementation of reintegration projects for returned Ghanaian migrants. Under the Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA), these partnerships are being strengthened to foster national ownership of reintegration activities as well as enhancing the capacity of existing institutions to deliver reintegration support with little, shared or no support.</p> <p>Returned migrants under the programme consider establishing micro-income generating activities to support themselves, their families and their communities. However, for these establishments to be sustainable there is the need for entrepreneurship skills training, continuous coaching and mentoring sessions. For this reason, the programme seeks to provide 80 beneficiaries with the needed entrepreneurship training and coaching sessions to ensure the sustainability of the microbusiness set ups.</p>
Objective
<p>To contribute to sustainable reintegration projects in Ghana, by providing returnees with knowledge on entrepreneurship and sustainable business ideas and supporting their set ups.</p>
Proposed interventions
<p>Organize 3-4 entrepreneurship training sessions, undertake purchasing and dissemination of microbusiness start up kits, and customized coaching sessions to 80 returnees.</p>
Overarching Outcomes
<p>Provision of entrepreneurship skills to support the creation of sustainable income generating set ups for 80 returned migrants.</p>

Expected results
80 returned migrants based in the specified region under the programme receive comprehensive entrepreneurship training, set up kits for their individual or collective microbusinesses and received coaching after set up.

Impact
80 sustainable individual or collective microbusinesses are established to support the development of communities particularly in the *Greater Accra, Easter and Central regions*. Here, the beneficiaries will generate income to support themselves and their families.

Partnership and Collaboration
Collaboration with existing partners under the project particularly in the specified region will be admirable.

Proposed Timeline
20 November 2023- 30 May 2024

Qualification and Experience
The Implementing partner must have at least 5 years' experience entrepreneurship skills trainings and microbusiness set-ups particularly in the *Greater Accra, Easter and Central regions*. Having experience in working with returned migrants will be an advantage.

Submission of Project Proposal
The proposal must be submitted in electronic form to the following email addresses: iomaccra@iom.int copying mlkane@iom.int and VKankam@iom.int All applications must include all relevant attachments (see above).

Place and Timeline for submission of Project
The complete proposal must be sent to the abovementioned email address between 6 October 2023 and 20 October 2023 with the following Call for Interest ID number: **MPPR_01**. Late proposals will not be considered.

IOM Mission – IOM Ghana

IOM Call for Expression of Interest ID#: 4200544629

Annex B: IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be include in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

Annex C: Implementing Partners General Information Questionnaire

Call for Interest ID number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. IO/iNGO, NGO, etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
Who has influence over the organization?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

B. ORGANIZATIONAL STRUCTURE

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff members work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	

Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	

Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
D. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	

Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	

E. FINANCIAL CAPACITY

What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	

Accounting system

Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	

Financial control

Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	

What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	

F. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization uses ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date

**Annex D: Proposal
Template**

NAME OF ORGANIZATION	
NAME OF PARTNER ORGANIZATION, IF APPLICABLE	
TITLE OF THE PROJECT	
TOTAL COST OF THE PROJECT	
TOTAL DURATION OF THE PROJECT	
AREA(s) of INTERVENTION	

CONTACT DETAIL OF APPLICANT	
NAME OF CONTACT PERSON(s)	
TELEPHONE NUMBERS	
CITY	
E-MAIL ADDRESS	
Any change in the address, phone number(s) and e-mail address must be notified by e-mail to IOM (iomaccra@iom.int). IOM will not be held responsible in case it cannot contact the applicant.	

Below is a template to include the minimum required information in the proposal. The applicant is free to include any further information and detail. Please attach this document as the cover for your proposal.

I. SUMMARY

The summary should include a brief overview of the proposed project - what, where, who, why and how the initiative will address sustainable reintegration of returnees and promotion of employment in view of reducing irregular migration in the specified targeted regions.

II. Background and Justification

a. *Explain the problem or challenge that you are addressing, including the history, time period and*

- causes of the problem. Identify who will benefit from the project.*
- b. Explain how the project will contribute concretely to improving the problemsituation.*
 - c. Outline if and how the project will contribute to sustained employment promotion and job opportunities for youth and women.*

III. Objective and Intended Results

- a. Please clearly explain the objective and intended result of the proposed project.*
- b. Clearly articulate how the results achieved will be a sustainable contribution to enhancing the livelihoods of returnees and community farmers in the targeted areas.*

IV. Project Implementation Plan

- a. Please describe the activities to be implemented, linking these clearly to the objectives outlined in section III.*
- b. Please describe any partnerships or collaboration you will undertake in implementing the activities.*
- c. Please identify the potential risks and negative consequences that could arise while attempting to achieve the objectives of the project.*

V. Organisational and Management Plan

- a. Please provide a brief description of the applicant organizations and previous experience in the field of reintegration, agriculture and training.*
- b. Outline the organization structure and personnel requirements proposed for implementing the project (there is no need to include the names of individuals).*
- c. Please describe the proposed internal governance/management arrangements to provide oversight of the project.*

