



International Organization for Migration (IOM)
The UN Migration Agency

**Request for Quotation (RFQ)
for the
MS#2022.001 (18-Mar-2022): Provision for Online Assessment Tools for Recruitment and Selection**

**BID BULLETIN
Addendum No. 3**

This Addendum No. 03 is issued to address inquiries and clarification from bidders and modify information provided in the Request for Quotation for the provision for Online Assessment Tools for Recruitment and Selection posted in IOM and UNGM websites on 19 April 2022.

A. On General Instructions to Bidders

1. Financial Offer should read as follows

The Financial proposal shall show all-in costs associated with the use of the platform per type of assessment offered or available **including those that are customized by IOM. Separate prices should be provided for standard type of assessments and those that are built by IOM from scratch.** Prices should be provided on a per year basis for three (3) years. The fee per assessment should be all-inclusive noting that being part of the United Nations, IOM enjoys privileges and immunities including tax exemptions.

However, the mode of payment is based on a pay as you go modality by which each assessment completed triggers a billing. The bill can be paid monthly or be withdrawn from the account created for IOM on the platform.

2. IOM Competency Framework

We have noted that the IOM Competency Framework attached to the Bid Bulletin No. 1 cannot be accessed. Therefore, please see attached for your reference.

B. Inquiries from Bidders

I. Technical Inquiries

Question	Answer
1. On the TOR, it states that 879 requisitions were placed to hire in the professional category worldwide, please confirm the volume (i.e., number of candidates across these positions) and their Proficiency level Can you please tell the segregation of 94,000 students amongst their proficiency Level? are they freshers? or Experienced?	The platform will be used for recruitment purposes not academic purpose. And applicants experience expands from junior to expert profiles. As for the requirement of experience expected from each level of the competency framework, Annex 5 give more details. Grades in Annex 5 are grouped under the competency level.

Because we have seen the Competency Framework have 3 levels, we would need the clarity on the experience of the people across these three levels	
2. With respect to the competency framework, you would want us to customize Assessments based on the three levels mentioned in the framework?	No need. We expect the provider to have a library of questions based on standard functions (or skills being tested) which end users can pick questions from to form the content of their tests; However, in frequent cases, we will be creating the assessments from scratch.
3. On the TOR under Institutional Arrangement, which ATS is IOM team currently using? Is it LTI compliant system?	Success Factor for now but moving to Oracle in a year and half. We are unable to determine this at this time so please indicate in your offer technical requirements in case integration is envisaged to Success Factor and Oracle Cloud - Recruitment

II. Commercial Inquires

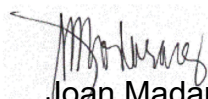
Question	Answer
1. Can we submit two options in the commercial proposal? Option 1: where IOM will be using standard service provider's content Option 2: Where IOM will use their own content and create Assessment from Scratch	Yes. We have updated the instructions in the submission of Financial Offer to clearly state this.
2. We are a UNGM registered company. Is it enough for us to be a registered company in the UNGM or we must register also on IOM?	Registration with IOM will only be done if contract is awarded to the vendor. Therefore IOM or UNGM registration is not a requirement to participate in the RFP.
3. The RFP instructed that Annex 3 (Technical and Financial offer) must be submitted the same way presented in the RFP. Do you mean both technical and financial offers must be in one file under the name of Annex 3? or we should separate them from each other.? In this case there will be 2 Annex 3 files one for technical offer and the other for the financial offer.	Considering the amount of information required for the technical offer, the Technical and Financial Offer must be submitted as separate files. Please see instructions under Method of Instructions: Mandatory subject of email when submitting the financial and technical offer.
4. Referring to Annex 4 should we fill all of it or just sign it and stamp it?	Annex 4 is not required to be signed yet. The document is there so Bidders are aware of the governing T&C of the contract should they be selected for this RFP.
5. Can Service agreement be taken care of after submission date as well?	Annex 4 is not required to be signed yet. The document is there so Bidders are aware of the governing T&C of the contract should they be selected for this RFP.

Annex 5:

Professional and National Officer Minimum Degree and Work Experience Required (in years)		
Level of Appointment	Bachelors or Equivalent	Masters or Equivalent or Higher
P1/NOA	2	0
P2/NOB	4	2
P3/NOC	7	5
P4/NOD	9	7
P5	12	10
D1/D2	N/A (advanced degree required)	15

General Service Minimum Degree and Work Experience Required (in years)		
Level of Appointment	High School Degree/Certificate	Bachelors or Equivalent or Higher
G1	0	0
G2	2	0
G3	3	1
G4	4	2
G5	5	3
G6	6	4
G7	7	5

Respectfully Yours,



16 May 2022
Joan Madarang
National Procurement Officer