

REQUEST FOR INFORMATION (RFI)

RFI #; RFI-RO22-001

Date: 27 March 2022

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.

As a Drive towards Effectiveness and Efficiency, The International Organization for Migration (IOM) Regional Office for East and Horn of Africa intends to undertake a Resource Management Capacity building training. The objective of this training is to strengthen the technical and institutional capacity of the staff in the region on key aspects related to management functions within the Resource Management Unit.

In particular, the following areas have been identified as key topics:

- Strengthening knowledge and capacity of staff in the region on internal governance systems, policies, and building capacity for collaboration and coordination.
- Unpacking, clarifying and operationalizing support-based structure towards projects and programmes.
- Highlighting the need for integration between Finance, Procurement, Supply Chain, Human resource, Information Communication Technology, and Project management.
- Meaningfully engaging in the development process of staff in the missions and in the region and promoting staff exchange programmes.
- Measuring development progress in a way that looks across the pillars of sustainable development.
- Understanding the roles and responsibilities related to the detection and prevention of fraud and corruption.
- Building capacity in the missions to ensure that the mitigation measures against fraud and corruption are aligned to the organizations Internal Governance Framework.

In view of the above, IOM Regional office for East and Horn of Africa now requests Information from service providers on provision of Capacity Building training services on Strengthening Knowledge and Capacity of staff. The Information shall contain the following:

- a.) Company profile including the previous experience in Capacity building training.
- b.) scope of services offered including standard rates
- c.) list of countries/ organizations the company has provided services to
- d.) standard payment terms
- e.) accessibility of company overview and information– ie. website)

Based on this RFI, IOM shall draw up Scope of Services from the gathered information which will be issued later as a Request for Proposals (RFP).

Please also note that IOM **DOES NOT** intend to pay for any information furnished in response to this RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (Eoi), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

The Responses shall be submitted through electronic mail at email address: RONairobiProcurement@iom.int with the subject line **RFI-RO22-001** not later than 10 April 2022, 17:00hrs Nairobi time. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM also reserves the right to require compliance with additional conditions as and when issuing the solicitation documents. Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender. All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party. Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Very truly yours,

RO Nairobi Procurement