



International Organization for Migration (IOM)
The UN Migration Agency

REQUEST FOR PROPOSALS *(PROCUREMENT OF SERVICES)*

PROJECT PROPOSALS

**SERVICE PROVIDERS OPERATING SAFE HOUSES, REHABILITATION SHELTERS AND OTHER
VICTIM SUPPORT SERVICES FOR VULNERABLE GROUPS**

Prepared by

*IOM Nigeria, Lagos sub office
1 Isaac John Street,
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29th October, 2019

Request for Proposals from NGO / service providers

NG20-2019-1673.1

Mission: *Nigeria*

The International Organization for Migration (hereinafter called **IOM**) intends to engage qualified non-governmental organizations (NGO) / service providers to submit expression on rehabilitation shelters or safe houses. IOM in collaboration with the Government of Nigeria seeks to contribute to the improved sustainable rehabilitation and reintegration of VoTs in Nigeria through ongoing projects such IOM seeks to improve the National Referral Mechanism (NRM), launched to facilitate multi-sectoral assistance and reintegration support for VoTs. The projects also aim to enhance the capacity of selected safe houses and rehabilitation shelters in Abuja, Lagos, Edo, Delta, Ogun and Enugu States to provide protection services. IOM will develop standardized screening tools based on a victim-centred approach. Furthermore, IOM will facilitate coordination meetings among stakeholders to share best practices and lessons learnt on the referral process of VoTs to strengthen future practices.

With limited options of shelters/safe houses that provide services such as shelter, counselling, medical, psychosocial and rehabilitation support for VoTs (especially male VoTs), the provision of these and other services will ensure that VoTs and other migrants vulnerable to violence/abuse are provided with short to long term accommodation where they can begin their recovery process and start to build resilience.

Within this framework, IOM is seeking to invite Service Providers that operate safe houses/shelters for vulnerable persons such as Victims of Trafficking, Unaccompanied Migrant Children, persons with disabilities, single parents and children, and persons with medical needs to submit budgets and requested documents in this RFP. The objective is to seek partnerships to enhance the assistance being provided to vulnerable migrants, strengthen the technical and material capacities of partners in provision of protection services to returned migrants and in turn enable such partners organize and deliver activities as well as implement protection related policies and programmes in their areas of focus.

IOM now invites NGO / qualified service providers to submit documents indicating their technical expertise, previous experience, and Budget Proposal in providing shelter services

Terms of reference include specific information on aims, tasks and services requested. Budget should be submitted in Naigirian Naira (NGN) VAT exempted

The service provider will be selected under the Quality/Cost-Based Selection procedures described in this RFP.

The RFP includes the following documents:

- a. Invitation to Bid
- b. Instruction to Proponents

- c. Annex 1 – Terms of Reference
- d. Annex 2 – Vendor Information Sheet and Code of Conduct for Suppliers
- e. Annex 3 – Agreement Template
- f. Annex 4 – Technical Proposal Template
- g. Annex 5 – Budget Proposal Template
- h. Annex 6 – Bid Securing Declaration Partners
- i. Annex 7 – Procurement Guidelines for Implementing

The Proposals must be delivered by hand or through mail on or before **12.00, 18th November 2019 in the sealed envelopes**, to the following address:

*International Organization for Migration (IOM)
Mission in Nigeria, Lagos sub office
Procurement Office
1 Isaac John Str., Lagos, Nigeria*

All proposals **must be registered in the bid registry**. Not registered proposals will not be considered.

Upon IOM request a complete electronic version of the application must be sent to the address: IOMLagosTenders@iom.int. The electronic versions of the documents should be place on an open file exchange service (Dropbox, OneDrive, etc.).

Applications submitted after the deadline shall not be accepted.

Please, indicate clearly in the subject line of an e-mail and on the envelope with the project proposal the tender number *NG20-2019-1673.1 – Service providers operating Safe Houses, Rehabilitation Shelters and other Victim Support services for vulnerable groups.*

Inquiries by e-mail: IOMLagosTenders@iom.int

The subject of an email for inquiry should contain the following: *NG20-2019-1673.1 – question on request for proposals to the attention of Iuliia Zavertana.*

The selection process of the service provider will be carried out during the period defined after confirmation of funding and may include a personal meeting with the staff of the organization in the IOM mission.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to agreement award, without thereby incurring any liability to affected selection participants and Service providers.

Instructions to Proponents

This Request for Proposal and the corresponding contract that will be signed as a result of this exercise shall be governed by this Instruction to Proponents (hereinafter referred to as the “Instruction”) and its Annexes.

1. Content of the Bidding Documents

- 1.1 The following documents shall comprise the Official Request for Proposal documents (hereinafter referred to as the “Documents”):
 - a. Instruction to Proponents
 - b. Annex 1 – Terms of Reference
 - c. Annex 2 – Vendor Information Sheet and Code of Conduct for Suppliers
 - d. Annex 3 – Project Implementation Agreement
 - e. Annex 4 – Technical Proposal Template
 - f. Annex 5 – Budget Proposal Template
 - g. Annex 6 - Bid Securing Declaration
- 1.2 Proponents are expected to fully read and examine the contents of all the Documents and must fully comply with all the requirements set forth in it. IOM reserves the right to reject any and or all bids that do not comply with any provision in the Document.

2. Scope & General Conditions of the Proposal

- 2.1 IOM is inviting interested and qualified parties to submit proposal for *Service providers operating Safe Houses, Rehabilitation Shelters and other Victim Support services for vulnerable groups*, hereinafter referred to as the “Activities”.
- 2.2 The selected proponent, hereinafter referred to as the “Service provider” shall perform the Activities according to the Terms of Reference (Annex 1) of this Document. The engagement between IOM and the Service provider shall be covered with a Implementing partner Agreement or Service Agreement using Service Agreement template or Implementing partner Agreement (Annex 3) .
- 2.3 Proponents must ensure that they fully understand the terms and conditions set forth in Annexes 1 and 3 and agree to accept them in case they will be selected to provide the Activities.
- 2.4 IOM is not bound to accept any proposal and reserves the right to forego the selection process at any time prior to signing of the agreement, without incurring any liability to the proponent(s).
- 2.5 In case the proponent has an existing agreement with IOM, the proponents shall not be asked to sign an agreement that would be in conflict with their prior or current obligations to other IOM projects or that may place them in a position of not being able to carry out the responsibilities in the best interest of the IOM.

3. Eligible Proponents

- 3.1 Proponents should be non-governmental organizations (NGO) / qualified Service provider registered with the appropriate government agencies and duly operate in the territory of Nigeria in accordance with the current Nigerian legislation. Proponents must submit copies of their government registration documents.
- 3.2 As a minimum requirement, the proponents should:
 - Have been in operation for a minimum of six months;

- Staff must have at least 2 years' experience in supporting VoTs or other vulnerable groups (such as single mothers, persons living with disabilities, or children) with experience stated in CVs
- Interested applicants must be based in the states: Abuja, Lagos, Edo, Delta, Ogun and Enugu States.
- Must be involved in enhancing and building increased resilience among vulnerable groups.
- Have a strong community presence and excellent understanding of community based psychosocial support.
- Utilize a monitoring and evaluation system for follow-up of clients.
- Registration with appropriate government ministries, including licenses and certificates.

- 3.3 Proponents shall submit the following documents to prove that they meet the minimum qualification as an organization and must submit proof that they have staff with the necessary credentials to be deployed in the project in case they are selected:
- a. Vendor Information Sheet (Annex 2) – fully filled out, signed by authorized representative and stamped with the organization's official stamp. In case NGO/service provider has been already registered with IOM no need to resubmit vendor information sheet.
 - b. List of similar services implemented or currently implementing for vulnerable groups. List should include the following information: client company/organization/state agency, number of individuals assisted at the shelter, name/ email address of other organizations that have referred vulnerable persons to your shelter
 - c. Budget indicating estimated costs for accommodation, feeding and other services in shelter. If a shelter offers vocational skills trainings this would need to be indicated in separated budget template as per the attached budget annexes Curriculum Vitae of staff of key staff at the shelter
 - d. Two Reference letters from client companies/organizations clearly describing positive experience and recommending the proponent for conduction of surveys.
- 3.4 Proponents shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, proponents shall not be included in the proscribed list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC).
- 3.5 The documentary evidence of the proponent's eligibility to bid shall establish to IOM's satisfaction. IOM reserves the right to ask the proponents to submit additional documents to enable IOM to fully evaluate the eligibility of the proponents.

4. Corrupt, Fraudulent, Collusive and Coercive Practices

- 4.1 IOM requires that all IOM staff, service providers, to observe the highest standard of ethics during procurement and execution of all agreements. IOM shall reject any proposals put forward by proponents or where applicable terminate their agreement, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this document, IOM defines, for the purposes of this provision, the terms set forth below as follows:

- a. “corrupt practice” means the offering, giving, receiving or soliciting directly or indirectly any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in agreement execution;
 - b. “fraudulent practice” is any acts or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of an agreement, to obtain a financial gain or other benefit to avoid an obligation;
 - c. “collusive practice” is an undisclosed arrangement between two or more Proponents designed to artificially alter the results of the tender procedure to obtain a financial gain or benefit;
 - d. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or after the execution of an agreement.
- 4.2 IOM will reject a proposal for award if it determines that the Proponent recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question.

5. Conflict of Interest

- 5.1 IOM requires that all its contracts and agreements shall be devoid of any form of conflict of interests. IOM staff is required to disclose their affiliation with any proponent before the evaluation of the proposals is conducted. Similarly, all proponents shall disclose any affiliation they or any of their staff may have with anyone working with IOM especially those who are affiliated with either the requesting program or the Procurement Unit of the mission. Failure on the part of the proponent to do such disclosure shall be construed as a violation to the ethical standards required from proponents for this Request for Proposal.
- 5.2 All proponents found to have conflict of interests shall be disqualified to participate in this Request for Proposal. Aside from the definition in 5.1 above, the following are considered form of conflict of interests:
- a. If any director, member(s) of the board or any other key personnel of a proponent is/are also connected in any capacity, with another proponent;
 - b. If a proponent has direct access to information within IOM, whether through an IOM staff or any other source, that gives the proponent undue advantage over the other proponents;
 - c. If a proponent has connection with key IOM staff who has significant influence on the outcome of the evaluation of the proposals in response to this Call for Proposal;
 - d. If a proponent submits more than one proposal; and
 - e. If a proponent who participated in the preparation of the terms of reference of this Request for Proposal submits their own proposal.

6. Clarification Pertaining to the Request for Proposal Documents

- 6.1 All clarification regarding any provision/item in the Request for Proposal document should be sent in writing through IOMLagosTenders@iom.int to the attention of Iuliia Zavertana, at least 3 working days before the deadline of submission of the proposal. The subject of such email shall be “NG20-2019-1673.1 – *question on request for proposals to the attention of Iuliia Zavertana*”. IOM will respond in writing to requests for clarification received not later than 3 days before the deadline of the submission to proposals. IOM shall circulate to all proponents, the questions/clarification request and its answers.

7. Amendment of the Request for Proposal Documents

- 7.1 At any time prior to the deadline for submission of proposals, IOM, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, may modify this request for proposal documents by issuing amendment(s).
- 7.2 All prospective proponents who received the initial Request for Proposal documents will be notified of the amendment in writing and will be binding on them.
- 7.3 In order to allow prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, IOM, at its discretion, may extend the deadline for the submission of proposals.

8. Cost of the Preparation of Proposals

- 8.1 Proponents shall bear all costs associated with the preparation and submission of their proposals. IOM shall not bear any responsibility and shall not be held liability for any cost the proponents may incur while preparing their proposals, regardless of the final outcome of the bidding process.

9. Official Language of the Call for Proposal Process

- 9.1 English shall be the official languages for this Request for Proposal process. All Requests for Proposal documents, proposals and correspondence shall be in English.
- 9.2 The agreement that will be signed between the service provider and IOM as a result of this Request for Proposal shall be in English. All service provider reports shall be in English.

10. Technical and Financial Proposal Presentation and Official Currency

- 10.1 Proponents must submit both technical proposal and the corresponding financial proposals. Proponents shall use the official technical proposal template (Annex 4) when preparing their technical proposal and the official budget proposal template (Annex 5) when preparing the corresponding budget proposal. The technical proposal should not include financial information. Proposals **must be signed and stamped**.
- 10.2 The proponent shall fill out all the required information in the proposal template. Specifically, proponents are required to submit the following information about their organization:
 - a. Registration Date
 - b. Organization profile (see attached template and include organogram)
 - c. Number of Shelter staff (Include the number of male and female staff)
 - d. Number of Employees (positions)
 - e. Audit report or financial statement (from recent period)
 - f. Feedback or monitoring and evaluation system
 - g. Current System of Financial Control and Authorized Signatories Matrix
 - h. Resume of the Key Staff in the shelter (Form PPF-3)
- 10.3 When preparing the budget proposal, proponents shall consider and observe the following:
 - a. Taking into account the requirements and conditions outlined in this Request for Proposal. The Proposed budget of the project shall follow the Standard Form of the Project Proposal Budget (Annex 5).
 - b. The budget should include the cost of activities prescribed by ToR(Annex 1):.
 - c. The proposed budget shall be valid for *60 calendar days*. During this period, the proponent is expected to keep available the professional staff for the assignment. IOM will make its best efforts to complete negotiations and finalize the decision on the award within 60 calendar days. IOM may request to extend the validity of the proposal. The proponent however shall decide whether to grant the request

or not without jeopardizing their change to submit another proposal to IOM again in the future.

- d. The proposed budget and the corresponding agreement shall be in Nigerian Naira (NGN) VAT exempted. Proposals with VAT will be rejected.
- e. All payments shall be in Nigerian Naira
- f. The proposed budget **must be signed** by the proponent's official representative and **must be stamped** with the proponent's official seal.

11. Period of Validity of the Proposals

- 11.1 Proposals shall remain valid for a period of at least 60 days from the date of their opening prescribed in this document. IOM reserves the right to reject any or all bids that do not comply with this requirement.
- 11.2 In exceptional circumstances, prior to expiry of the validity of the proposal, IOM may request the proponents to extend the period of validity of the proposal for another 15 days. The request and the proponents' responses shall be made in writing.

12. Preparation and Submission of Proposal

- 12.1 Proponents shall prepare their technical proposal, which provides an overview of the services provided in line with the terms of reference and the corresponding budget proposal using the official templates provided by IOM.
- 12.2 Each proponent shall submit only one (1) proposal on project implementation.
- 12.3 As much as possible, both the technical and budget proposals shall not have hand-written corrections. In case of inevitable situation that a correction has to be made manually, the correction shall be counter-signed by the officer of the proponent who signed the proposal.
- 12.4 Proponent shall submit one original copy (i.e., printed, signed and stamped) and one electronic copy in pdf format of the technical proposal and the budget proposal.
- 12.5 The original printed copy of the technical and budget proposals along with the filled out Vendor Information Sheet (signed and stamped), government registration documents/permits and resume or curriculum vitae of the key officers/staff who will be deployed in the project, Reference letters, other documents mentioned in RfP shall be placed inside a sealed envelope clearly marked "Proposal in Response to NG20-2019-1673.1 , Name of NGO/service provider" and submitted on or before 12:00, November 18, 2019 to:
IOM Nigeria, Lagos sub Office
Procurement Unit
1 Isaac John St, Lagos, Nigeria
IOM reserves the right to reject the proposals received after the deadline.
- 12.6 The electronic copy of the technical and budget proposals shall be submitted upon IOM request as an attachment to an email address to the Project Evaluation Committee and sent to IOMLagosTenders@iom.int The subject of the email shall be: "Proposal in Response to NG20-2019-1673.1, Name of NGO/service provider".
- 12.7 In case of any discrepancy between the printed and electronic copies of the proposal, the printed copy shall prevail.
- 12.8 The actual date and time of receipt of the hard copies of the technical and budget proposals shall be clearly written by the IOM staff who receives the proposal on the envelope containing the proposal. The date and time of receipt of the email containing the electronic copy of the proposal shall be the used as the actual date and time of receipt of the electronic copy of the proposal. Proposals that are not registered in the bid registry should be rejected. In case of multiple emails containing

the proposal, the date and time of receipt of the first email shall be the date and time of receipt of the proposal. IOM reserves the right to reject and or all of proposals received after the deadline.

- 12.9 IOM reserves the right to accept or reject any or all proposals, and to annul this Call for Proposal process any time prior to agreement award, without thereby incurring any liability to the affected proponents or any obligation to inform the affected proponents of the grounds for IOM's action.

13. Evaluation of Proposals

- 13.1 IOM shall determine the proposal that is most favorable to its operation.
- 13.2 The entire evaluation process, including announcement of the results, shall be completed in not more than 60 (sixty) calendar days after the deadline of proposals submission.
- 13.3 Proposals of proponents, who fail to submit any of the technical requirements and provisions required in this Request for Proposal and the Terms of Reference, shall not be considered for evaluation.
- 13.4 The proposals shall be evaluated on a two-tier basis. The first tier will be the evaluation of the technical proposal and the second tier will be the evaluation of the budget proposal. The overall rating of a proposal shall consist of the result of the technical proposal evaluation (80%) and the result of the budget proposal evaluation (20%).
- 13.5 The technical proposals shall be evaluated on the basis of their responsiveness to the Terms of Reference, based on the criteria below:

1	Specific experience of the Service Providers relevant to the assignment: [Max 30 points]	Maximum Points
a)	Duration of experience in Proposed work: Total number of years engaged in similar work	20
b)	Similar experience in relevant Geographical region as per ToR and surrounding area:	20
Total points for 1:		40
2	Organizational Capacity: [Max 15 points]	Points
a)	Organization capacity: Office establishments, Assets etc	20
Total points for 2:		20
3	Key professional staff qualifications and competence for the assignment: [Max 40 points]	Points
a)	Shelter Manager	20
b)	Finance and Administration Officer	10
c)	Support staff for shelter	10
Total points for 3:		40
		100

- 13.6 Only proposals that achieve a score of 70 points in the first tier evaluation (technical proposal evaluation) shall be included in the second tier evaluation (budget proposal evaluation).

- 13.7 In evaluating the budget proposals, the Project Evaluation Committee shall first determine the completeness of the proposed budget and its compliance to the prescribed forms and presentation.
- 13.8 The Project Evaluation Committee shall check the accuracy of the computation. In case there are errors in the computation, the Project Evaluation Committee shall correct the error and ask the proponent to confirm and accept the correction. Arithmetical errors shall be corrected as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its Proposal will be rejected. Similarly, if there is a discrepancy between the budget in figures and in words, the Project Evaluation Committee shall ask the proponent to confirm the budget in presented in words. If the proponent refuses to accept the corrected budget and/or the budget in words, their proposal shall no longer be considered for further evaluation.
- 13.9 In case activities and items are mentioned in the technical proposal but there is no corresponding budget in the budget proposal, the Project Evaluation Committee shall assume that the budget required for the activities and items are included in other activity lines.
- 13.10 Budget proposals shall be evaluated based on their economy (50 points) and feasibility (50 points). The proposals shall be ranked on a graduated manner according to their level of economy and feasibility. The lowest feasible budget shall get the 50 points for feasibility and 50points for economy, resulting to a perfect score of 100 points.

14. Negotiations

- 14.1 After the evaluation of the proposals, IOM may clarify any provisions in their proposals with the proponents and if necessary, negotiate further any provision in the technical and budget proposals of the proponents. The aim of the negotiation is to reach an agreement on all points and sign a contract.
- 14.2 Negotiation will include: a) discussion and clarification of the project proposal and activities to be implemented within its frameworks; b) discussion and finalization of methodology and work program proposed by NGO / service provider; c) consideration of appropriateness of qualifications and pertinent compensation, number of labor months and the personnel to be assigned to the job, and schedule of activities (staff schedule); d) discussion on the materials, facilities and data, to be provided by IOM; e) discussion on the financial proposal submitted by the NGO / service ptovider; f) discussion and finalization of the reporting system (narrative and financial reports).

15. Award of Contract

- 15.1 Proponent whose proposal is selected shall be informed of IOM's decision to sign agreement by issuing a Notice of Award. Similarly, IOM shall inform proponents whose proposals are not accepted.
- 15.2 Proponent whose proposal is accepted by IOM shall commence the work after the Service provider's Agreement signing.

16. Confidentiality

- 16.1 Information related to proposals evaluation and recommendations regarding projects shall not be disclosed to NGO / service providers that submitted Proposals or to other persons not officially related to the process. The undue use by any NGO / service provider of confidential information related to the process may result in the rejection of its Proposal and may be subject to provisions of IOM's anti-fraud and corruption policy.

Annex 1. Terms of Reference

1. BACKGROUND AND CONTEXT

Assisted Voluntary Return and Reintegration (AVRR) is an indispensable part of IOM's comprehensive approach to migration management and is aimed at promoting orderly and humane return and reintegration of migrants who are unable or unwilling to remain in host or transit countries and wish to return voluntarily to their countries of origin. IOM Nigeria has worked with the Federal Government of Nigeria to provide AVRR support to Nigerian migrants since 2002. Recently, with support of the European Union (EU) and Government of the United Kingdom, IOM is implementing several programs aiming at improving the reintegration of returnees through providing protection and assistance to vulnerable and stranded migrants, including the provision of immediate rehabilitation and recovery support to Victims of Trafficking (VoTs).

IOM in collaboration with the Government of Nigeria seeks to contribute to the improved sustainable rehabilitation and reintegration of VoTs in Nigeria. During the lifeline of these projects IOM seeks to improve the National Referral Mechanism (NRM), launched to facilitate multi-sectoral assistance and reintegration support for VoTs. The projects also aim to enhance the capacity of selected safe houses and rehabilitation shelters in Abuja, Lagos, Edo, Delta, Oyo, Ogun and Enugu States to provide protection services. IOM will develop standardized screening tools based on a victim-centred approach. Furthermore, IOM will facilitate coordination meetings among stakeholders to share best practices and lessons learnt on the referral process of VoTs to strengthen future practices.

With limited options of shelters/safe houses that provide services such as shelter, counselling, medical, psychosocial and rehabilitation support for VoTs (especially male VoTs), the provision of these and other services will ensure that VoTs and other migrants vulnerable to violence/abuse are provided with short to long term accommodation where they can begin their recovery process and start to build resilience.

Within this framework, IOM is seeking to partner with service providers that operate safe houses/shelters for vulnerable migrants such as Victims of Trafficking (VoTs), Unaccompanied Migrant Children (UMC), survivors of gender based violence (GBV) persons with disabilities(PWD), single parents and children, and persons with medical needs. IOM seeks to refer cases to shelters to enhance the assistance being provided to vulnerable migrants strengthen the technical provision of protection services to returned migrants and in turn enable such partners organize and deliver activities as well as implement protection related policies and programs in their areas of focus.

2. OBJECTIVES OF THE TERMS OF REFERENCE

The overall objective of the terms of reference (ToR) is to provide an overview of the kind of engagement that IOM seeks to have with shelter providers, who can immediately provide services for vulnerable migrants. This ToR also indicates the scope of services and modalities of service provision between the selected shelters and IOM over the period of one year. Once the selected, IOM will have a formal agreement with selected services providers who can immediately provide shelters services to vulnerable persons such as VoTs, or UMCs, or PWDs, or single parents and children, or persons with medical needs. The referral documents and payment modalities of each of the cases referred to their shelter will be annexed to the agreement between IOM and the Shelter service provider.

SCOPE OF SERVICES PROVIDED BY SHELTERS:

1. Adequate safe accommodation, bathroom facilities desegregated by sex (if the shelter provides services for male and females) and age of vulnerable migrants;
2. Adequate cooking and feeding services for vulnerable groups, taking into consideration dietary needs for vulnerable migrants;
3. Have recreational activities or facilities for vulnerable groups;

4. Vocational training services provided by the shelter, if any or if needed;
5. Have security provisions to ensure: physical safety of the vulnerable migrants, direct assistance to vulnerable migrants is provided through a "do no harm" approach, and additional safeguards are in place to ensure migrant information is kept confidential;
6. Have adequate coverage of shelter staff and periodic reviews of the staff to resident ratio to ensure 24hours care for residents;
7. Have counselling and medical services for vulnerable migrants available at the shelter or available referral to other counselling or medical service providers in coordination with IOM to ensure the continuum of care for the migrant;
8. Have available laundry services for vulnerable migrants;
9. Provide services and empathetic care through a participatory process that is timely, where the vulnerable migrants ; a)are adequately informed on the regulations of the shelter, b)the rights and needs of the vulnerable migrants are respected and protected during their stay at the shelter;
10. Have available first aid services within the shelter for vulnerable migrants;
11. Services provided meet the minimum shelter criteria and the attached guidelines on ethical principles in caring for and interviewing trafficked persons (**See Annex1.1: Minimum shelter criteria and Ethical Principles in Caring for and Interviewing Trafficked Persons- Interview checklist**)

Interview Checklist

Persons that conduct interviews with individuals who seek assistance as victims of trafficking or other vulnerable groups should follow the ethical principles below

Appendix I:

Ethical Principles in Interviewing and Caring for Trafficked Persons

The following basic checklist provides summary guidance in interview techniques for service delivery organization staff. Conditions where possible, ensure that the interview takes place in a closed private space where others cannot overhear or interrupt. The only persons allowed to be present should be the victim, the interviewer(s), an interpreter (where necessary) and a qualified support person (such as a legal or psychological counsellor) where appropriate. If there is any doubt as to the ability of the individual to understand the language of the interview, every possible effort must be made to secure the services of an interpreter.

1. Mobile phones should be turned off.
2. If a closed space is available, a “do not disturb” or similar sign should be placed on the door to prevent interruptions.
3. If no closed and private space is available, the interviewer should endeavour to find as private a place as possible where the interview cannot be overheard.
4. Avoid adopting a judgmental or interrogative style of interviewing. Try to establish a rapport with the individual to make her or him feel respected and that s/he is someone whose views should be believed.

Introduction

1. The interviewer should introduce her or himself to the individual and describe her or his role in the organization.
2. Ascertain that the individual feels secure and comfortable.
3. Ascertain whether or not she or he needs to use the bathroom or requires some refreshments.
4. Ascertain if the individual is suffering from any pain or discomfort or whether the individual has any problems that require urgent medical attention.
5. If the individual reports that she or he has an urgent medical problem, the interview should not proceed until a medical professional has attended and carried out an examination.
6. In the case of minor ailments such as headaches, non-prescription medication can be offered (e.g., paracetamol, aspirin, and ibuprofen).

Explanation

1. Give a brief explanation of the role of the organization in the provision of assistance to trafficked victims and of the purpose of the interview that is about to begin.
2. Explain to the individual that the interview may include questions concerning the history of what has happened to her or him and that some of the topics may be upsetting, painful to recall and may bring back difficult memories.
3. Tell the individual that she or he can take time in answering the questions and may take a break at any time if necessary.
4. Explain that the more information that can be provided, the better the organization may be able to help. Explain any limitations to the assistance the organization can provide (for example if assistance is only for trafficked persons, irregular migrants, children, etc.).
5. Explain that if the organization is not able to provide direct assistance because the individual does not qualify, the organization will try to help and identify a qualified group or individual that can provide assistance.
6. Final Points Before Beginning the Interview

7. Inform the individual that all answers will be kept strictly confidential.
8. Explain to the individual that she or he can ask questions at any time or seek clarification or repetition of what has been explained or stated at any time.
9. Ascertain that the individual has clearly understood all of what has been explained.
10. Ask the individual if she or he has any questions at this stage.
11. Ask the individual if she or he agrees to participate in the interview.

Minimum Shelter Criteria:

FACILITIES:

1. **Location:** Removed from red light or other hazardous areas.
2. **Schools:** Convenient to primary and secondary schools* if provided or applicable.
3. **Neighborhood services:** Convenient to hospital, police, and market.
4. **Ambience:** Sufficient natural light; overall welcoming and free ambience and furnishings.
5. **Cleanliness:** Healthy noise levels; clean air and ventilation; clean water, with adequate supply for washing, bathing, drinking; clean bathrooms.
6. **Bathroom:** 1 toilet for every 6 to 8 children and every 4 to 6 adults; toilets readily accessible from sleeping areas.
7. **Sleeping areas:** 1 mattress per resident; indoor, single-sex sleeping arrangements and separation from but close proximity to staff.
8. **Privacy:** Separation of public and private spaces; locked storage space for each resident; gender and age-sensitive privacy structures, including bathing and recreation areas.
9. **Nutrition:** Adequate, wholesome, and clean food; special diets for pregnant and lactating victims, and ethnic and religious needs; informational pamphlets available.
10. **Recreation:** Adequate age-and gender-appropriate recreation and leisure time and materials; ensure recreational options for physical, educational, and social needs.

SAFETY, SECURITY AND ACCESS

1. **Safety:** Free of factors that have an adverse effect on the care of victims or vulnerable migrants.
2. **Security:** Protected facility, with careful scrutiny of all visitors; blocking of access by 1 2 3 4 5 exploiters, their representatives, strangers.
3. **Freedom of choice:** Victims have the right to choose to not meet visitors, and also to not participate in programs.
4. **Freedom of movement:** Free movement within and from the facility; restrictions only in relation to a child where they have been agreed upon in the case management plan to safeguard his/her welfare.
5. **External access:** Appropriate access to Telephone (safe communication), their children, family, and community resources; education for victims for how to keep themselves safe when in the communities.

MEDICAL & PSYCHOSOCIAL SERVICES

1. **Healthcare facilities:** Access to periodic, confidential check-ups by registered medical practitioners and counselors; 1 2 3 4 5 stock of basic medicines and first aid equipment with staff trained in their use.
2. **Medical services:** Provision of adequate, confidential medical services with regular check-ups; provision of complete health.
3. **Psychosocial services:** Provision of confidential, goal-based psychosocial self-identity and independence.
4. **Harm reduction:** Trafficked persons or other vulnerable migrants do not have to recount negative experiences repetitively.
5. **Referrals:** Provision of referrals for specialized medical, psychosocial, or addiction-related care as needed.

EDUCATIONAL & VOCATIONAL SERVICES

1. **Access to education:** Victims and minor dependents helped to obtain free formal education, including free supply of books, uniforms, transport, and scholarships* where possible.
2. **Life skills and non-formal education:** Provided by properly trained personnel in lieu of or in addition to formal education, including literacy and numeracy (or referrals made).
3. **Timeframe:** Entry or re-entry of victim into formal or non-formal education as early as possible.
4. **Skills training:** Provided to teens and adults, ideally with apprenticeships or job placement services (or referrals made).
5. **Marketability:** Livelihood training provides competitive, adequate skills for viable markets that are not over-saturated.

Annex 2 Vendors information Sheet and Code of Conduct for Suppliers
(to be downloaded in separate file)

Annex 3. Standard Agreement

Please note that the template is tentative agreement and it has to be agreed with IOM prayer signature. **DO NOT PRINT! FOR INTRODUCTORY PURPOSE ONLY**

IOM Ref. No.: xxxxxx IOM Project code: xxxxxx LEG Approval Code/Checklist Code:

SERVICE AGREEMENT
Between
the International Organization for Migration
And
[Name of the Service Provider]
On
[Type of Services]

This Service Agreement is entered into by the **International Organization for Migration**, an organization which is part of the United Nations system, Mission in [XXX], [Address of the Mission], represented by [Name, Title of Chief of Mission etc.], hereinafter referred to as “IOM,” and [Name of the Service Provider], [Address], represented by [Name, Title of the representative of the Service Provider], hereinafter referred to as the “**Service Provider.**” IOM and the Service Provider are also referred to individually as a “**Party**” and collectively as the “**Parties.**”

1. Introduction and Integral Documents

- 1.1 The Service Provider agrees to provide IOM with [insert brief description of services] in accordance with the terms and conditions of this Agreement and its Annexes, if any.
- 1.2 The following documents form an integral part of this Agreement: [add or delete as required]
 - (a) **Annex A** - Bid/Quotation Form
 - (b) **Annex B** - Price Schedule
 - (c) **Annex C** - Delivery Schedule and Terms of Reference
 - (d) **Annex D** - Accepted Notice of Award (NOA)

2. Services Supplied

- 2.1 The Service Provider agrees to provide to the IOM the following services (the “**Services**”):

[Outline services to be provided. Where relevant, include location and how frequently etc. services are to be provided. List all the deliverables and their date of submission, if applicable. Description needs to be as detailed as possible to provide for a reliable yardstick to measure compliance. It may be necessary to attach a description of the Services as an Annex.]

- 2.2 The Service Provider shall commence the provision of Services from [date] and fully and satisfactorily complete them by [date].
- 2.3 The Service Provider agrees to provide the Services required under this Agreement in strict accordance with the specifications of this Article and any attached Annexes.

3. Charges and Payments

- 3.1 The all-inclusive Service fee for the Services under this Agreement shall be [currency code] [amount in numbers] ([amount in words]), which is the total charge to IOM.
- 3.2 The Service Provider shall invoice IOM upon completion of all the Services. The invoice shall include: [services provided, hourly rate, number of hours billed, any travel and out of pocket expenses, (add/delete as necessary)]
- 3.3 Payments shall become due [insert number of days in numbers] ([write figure in words]) days after IOM's receipt and approval of the invoice. Payment shall be made in [Currency code] by [bank transfer] to the following bank account: [insert the Service Provider's bank account details].
- 3.4 The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.
- 3.5 IOM shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the Service fee until the Service Provider has completed to the satisfaction of IOM the services to which those payments relate.

4. Warranties

- 4.1 The Service Provider warrants that:
- (a) It is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period, all the Services in accordance with this Agreement;
 - (b) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Agreement;
 - (c) In all circumstances it shall act in the best interests of IOM;
 - (d) No official of IOM or any third party has received from, will be offered by, or will receive from the Service Provider any direct or indirect benefit arising from the Agreement or award thereof;
 - (e) It has not misrepresented or concealed any material facts in the procurement of this Agreement;
 - (f) The Service Provider, its staff or shareholders have not previously been declared by IOM ineligible to be awarded agreements by IOM;
 - (g) It has or shall take out relevant insurance coverage for the period the Services are provided under this Agreement;
 - (h) It shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any discriminatory or exploitative

practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;

- (i) The Price specified in this Agreement shall constitute the sole remuneration in connection with this Agreement. The Service Provider shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or the discharge of its obligations thereunder. The Service Provider shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.
 - (j) It shall respect the legal status, privileges and immunities of IOM as an intergovernmental organization, such as inviolability of documents and archive wherever it is located, exemption from taxation, immunity from legal process or national jurisdiction. In the event that the Service Provider becomes aware of any situation where IOM's legal status, privileges or immunities are not fully respected, it shall immediately inform IOM.
 - (k) It must not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the most recent Consolidated United Nations Security Council Sanctions List and all other applicable terrorism legislation. If, during the term of this Agreement, the Service Provider determines there are credible allegations that funds transferred to it in accordance with this Agreement have been used to provide support or assistance to individuals or entities associated with terrorism, it will inform IOM immediately who in consultation with the donors as appropriate, shall determine an appropriate response.
- 4.2 The Service Provider warrants that it shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any fraudulent, corrupt, discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The Service Provider shall immediately inform IOM of any suspicion that the following practice may have occurred or exist:
- (a) a corrupt practice, defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of IOM in the procurement process or in contract execution;
 - (b) a fraudulent practice, defined as any act or omission, including a misrepresentation or concealment, that knowingly or recklessly misleads, or attempts to mislead, IOM in the procurement process or the execution of a contract, to obtain a financial gain or other benefit or to avoid an obligation or in such a way as to cause a detriment to IOM;
 - (c) a collusive practice, defined as an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender process to obtain a financial gain or other benefit;
 - (d) a coercive practice, defined as impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities, or affect the execution of a contract.
 - (e) an obstructive practice, defined as (i) deliberately destroy, falsifying, altering or concealing of evidence material to IOM investigations, or making false statements to IOM investigators in order to materially impede a duly authorized investigation into allegations of fraudulent, corrupt, collusive, coercive or unethical practices; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation

or from pursuing the investigation; or (ii) acts intended to materially impede the exercise of IOM's contractual rights of access to information.

- (f) any other unethical practice contrary to the principles of efficiency and economy, equal opportunity and open competition, transparency in the process and adequate documentation, highest ethical standards in all procurement activities.

4.3 The Service Provider further warrants that it shall:

- (a) Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation and abuse ("SEA") by its employees or any other persons engaged and controlled by it to perform activities under this Agreement ("other personnel"). For the purpose of this Agreement, SEA shall include:
 - 1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favours or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
 - 2. Engaging in sexual activity with a person under the age of 18 ("child"), except if the child is legally married to the concerned employee or other personnel and is over the age of majority or consent both in the child's country of citizenship and in the country of citizenship of the concerned employee or other personnel.
- (b) Strongly discourage its employees or other personnel having sexual relationships with IOM beneficiaries.
- (c) Report timely to IOM any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
- (d) Ensure that the SEA provisions are included in all subcontracts.
- (e) Adhere to above commitments at all times. Failure to comply with (a)-(d) shall constitute grounds for immediate termination of this Agreement.

4.4 The above warranties shall survive the expiration or termination of this Agreement.

5. Assignment and Subcontracting

- 5.1 The Service Provider shall not assign or subcontract the activities under this Agreement in part or all, unless agreed upon in writing in advance by IOM. Any subcontract entered into by the Service Provider without approval in writing by IOM may be cause for termination of the Agreement.
- 5.2 In certain exceptional circumstances by prior written approval of IOM, specific jobs and portions of the Services may be assigned to a subcontractor. Notwithstanding the said written approval, the Service Provider shall not be relieved of any liability or obligation under this Agreement nor shall it create any contractual relation between the subcontractor and IOM. The Service Provider remains bound and liable thereunder and it shall be directly responsible to IOM for any faulty performance under the subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

6. Delays/Non-Performance

- 6.1 If, for any reason, the Service Provider does not carry out or is not able to carry out its obligations under this Agreement and/or according to the project document, it must give notice and full particulars in writing to IOM as soon as possible. In the case of delay or non-performance, IOM reserves the right to take such action as in its sole discretion is considered to be appropriate or necessary in the circumstances, including imposing penalties for delay or terminating this Agreement.
- 6.2 Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by *force majeure*, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of the Party in question. In such event, the Party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay.

7. Independent Contractor

The Service Provider, its employees and other personnel as well as its subcontractors and their personnel, if any, shall perform all Services under this Agreement as an independent contractor and not as an employee, partner, or agent of IOM.

8. Audit

The Service Provider agrees to maintain financial records, supporting documents, statistical records and all other records relevant to the Services in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the provision of Services under this Agreement. The Service Provider shall make all such records available to IOM or IOM's designated representative at all reasonable times until the expiration of 7 (seven) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Service Provider shall be available for interview.

9. Confidentiality

- 9.1 All information which comes into the Service Provider's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Service Provider shall not communicate such information to any third party without the prior written approval of IOM. The Service Provider shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Agreement. These obligations shall survive the expiration or termination of this Agreement.
- 9.2 Notwithstanding the previous paragraph, IOM may disclose information related to this Agreement, such as the name of the Service Provider and the value of the Agreement, the title of the contract/project, nature and purpose of the contract/project, name and locality/address of the Service Provider and the amount of the contract/project to the extent as required by its Donor or in relation to IOM's commitment to any initiative for transparency and accountability of funding received by IOM in accordance with the policies, instructions and regulations of IOM.

10. Intellectual Property

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks, and ownership of data resulting from the performance of the Services shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

11. Notices

Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and received by the other Party at the following address:

International Organization for Migration (IOM)

Attn: [Name of IOM contact person]

[IOM's address]

Email: [IOM's email address]

[Full name of the Service Provider]

Attn: [Name of the Service Provider's contact person]

[Service Provider's address]

Email: [Service Provider's email address]

12. Dispute resolution

12.1. Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.

12.2 In the event that the dispute, controversy or claim has not been resolved by negotiation within 3 (three) months of receipt of the notice from one party of the existence of such dispute, controversy or claim, either Party may request that the dispute, controversy or claim is resolved by conciliation by one conciliator in accordance with the UNCITRAL Conciliation Rules of 1980. Article 16 of the UNCITRAL Conciliation Rules does not apply.

12.3 In the event that such conciliation is unsuccessful, either Party may submit the dispute, controversy or claim to arbitration no later than 3 (three) months following the date of termination of conciliation proceedings as per Article 15 of the UNCITRAL Conciliation Rules. The arbitration will be carried out in accordance with the 2010 UNCITRAL arbitration rules as adopted in 2013. The number of arbitrators shall be one and the language of arbitral proceedings shall be English, unless otherwise agreed by the Parties in writing. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award will be final and binding.

12.4 The present Agreement as well as the arbitration agreement above shall be governed by the terms of the present Agreement and supplemented by internationally accepted general principles of law for the issues not covered by the Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction. Internationally accepted general principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts. Dispute resolution shall be pursued confidentially by both Parties. This Article survives the expiration or termination of the present Agreement.

13. Use of IOM Name

The official logo and name of IOM may only be used by the Service Provider in connection with the Services and with the prior written approval of IOM.

14. Status of IOM

Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the International Organization for Migration as an intergovernmental organization.

15. Guarantee and Indemnities

15.1 The Service Provider shall guarantee any work performed under this Agreement for a period of 12 (twelve) months after final payment by IOM under this Agreement.

15.2 The Service Provider shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Service Provider or its employees, officers, agents or subcontractors, in the performance of this Agreement. IOM shall promptly notify the Service Provider of any written claim, loss, or demand for which the Service Provider is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

16. Waiver

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Agreement shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Agreement in future instances, but this right shall continue and remain in full force and effect.

17. Termination

17.1 IOM may terminate this Agreement at any time, in whole or in part.

17.2 In the event of termination of this Agreement, IOM will only pay for the Services completed in accordance with this Agreement unless otherwise agreed. Other amounts paid in advance, if any, will be returned to IOM within 7 (seven) days from the date of termination.

17.3 Upon any such termination, the Service Provider shall waive any claims for damages including loss of anticipated profits on account thereof.

18. Severability

If any part of this Agreement is found to be invalid or unenforceable, that part will be severed from this Agreement and the remainder of the Agreement shall remain in full force.

19. Entirety

This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, if any, relating to the subject matter of this Agreement.

20. Special Provisions (Optional)

Due to the requirements of the Donor financing the Project, the Service provider shall agree and accept the following provisions:

[Insert all donor requirements which must be flown down to IOM's service providers and subcontractors. In case of any doubt, please contact LEGContracts@iom.int]

21. Final clauses

21.1 This Agreement will enter into force upon signature by both Parties. It will remain in force until completion of all obligations of the Parties under this Agreement unless terminated earlier in accordance with Article 17.

21.2 Amendments may be made by mutual agreement in writing between the Parties. Amendment of the provisions of Article 2.2 (Service commencement/completion dates) or Article 3.1 (Service fee) shall be made through an amendment to this Agreement signed by both Parties.

Signed in duplicate in English, on the dates and at the places indicated below.

For and on behalf of
The International Organization
for Migration

Signature

Name
Position
Date
Place

For and on behalf of
[Full name of the Service Provider]

Signature

Name
Position
Date
Place

Annex 4 Project proposal forms

PPF-1: Project proposal submission form

[Place, Date]

To: *[Chief and address of the IOM Mission]*

Dear Sir/Madame,

We, the undersigned, want to express our interest in providing shelter services as part of IOM's ongoing projects on Assisted voluntary return and reintegration (AVRR) such as the Joint Initiative for Migrant Protection and Reintegration financed by the European Union Trust Fund, **the UK Government project "Strengthening identification and comprehensive assistance for Victims of Trafficking (VoTs) in Nigeria through a victim centered approach"** and any other related projects, in close collaboration with the Government of Nigeria, in accordance with the Request for proposal and submit our organization profile and budget amounting NGN _____.

The budget of our proposal is under our responsibility and can be amended as a result of negotiations of the Contract and before due date *[specify the term]* of our project proposal.

In the event that negotiations will take place after the proposal is expired, we are committed to continue negotiations with previously suggested staff. We remain committed under our proposal and it can be amended as a result of negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we sign a contract with IOM as a result of this proposal or not.

We confirm that we have read, understood and accepted the contents of Instructions for service providers, technical assignment, standard Agreement, provisions relating to the admissibility of the service providers and all communications, annexes and amendments to the RFP that were sent to us.

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



Yours sincerely,

Authorized Signature:

Full name:

Organisation name:

Address:

					
				IOM USE ONLY	
				IOM Monitoring Site	
Project Proposal Form				IOM Project Number	
				IOM Project Coordinator/Focal Point	
1. NGO Information					
1.1 NGO Name					
1.2 Project Name					
1.3 NGO Legal Address					
1.4 NGO Postal Address					
1.5 NGO Phone Number			1.7 NGO Fax number		
1.6 NGO Email Address, Website					
1.8 NGO Focal Point for the present project		Name			
		Tel.			
		Fax			
		E-mail			
1.9 NGO/ Project Bank Info					
1.11 NGO Registration					
1.12 Duration of NGO Formal Operation (years)					
1.13 Financial Records					
1.14 NGO Relevant Experience and Expertise					
1.15 First Independent Referee			1.16 Second Independent Referee		
Name:			Name:		
Address:			Address:		
Telephone Number:			Telephone Number:		
Fax:			Fax:		
E-mail address:			E-mail address:		

PPF – 3: The format of resume (CV) for personnel involved

Proposed position: _____
Name of the Organization: _____
Name of Staff: _____
Profession: _____
Date of birth: _____
Number of years in the organization: _____ Citizenship: _____
Membership in trade unions: _____
Description of duties assigned: _____

Qualification:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Work experience:

[Starting with present position, list in reverse order every employment you had. List all positions held by staff member since graduation, giving dates, titles of positions held, names and locations of employing organizations. For experience within the past ten years, also provide types of activities performed and references (if possible). Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal.

[Signature of the staff member and authorized representative of the organization] Date: _____
date/month/year

Full name of the staff member: _____

Full name of the authorized representative: _____

PPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

Annex 5 Budget of the project proposal – standard forms *(Please fill in the format of Excel, attached separately)*

Annex 7. **BID-SECURING DECLARATION**

Request for Proposals No. [Insert reference number]

To: IOM International Organization for Migration

I, the undersigned, declare that:

1. I understand that, according to your conditions, proposals must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I accept that: (a) My company will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; if I have committed or will commit any of the following actions:
 - (i) Withdrawn/Will withdraw my Proposal during the period of proposal validity required in the RFP Documents; or
 - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the RFP Documents after having been notified of your acceptance of our proposal during the period of proposal validity.
3. I understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the proposal validity period, or any extension thereof pursuant to your request;
 - (b) I am declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right;
 - (c) I am declared as the Proponent with the most favorable proposal, and I have signed the Contract.

_____ day of [month] [year] at [place of execution].

[Insert NAME OF PROPONENT'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Annex 7 – Procurement Guidelines for Implementing (attached in separate file)