

ECONOMIC AND TECHNICAL OFFER REQUEST FOR THE SELECTION OF A SPECIALIZED HR AND RECRUITMENT COMPANY
Ref. n. BE2020/MATCH

The International Organization for Migration (IOM) - Mission in Brussels – through this economic and technical offer request, intends to select a company specialized in the provision of HR and recruitment services, as part of the activities of a Project financed by the European Union (European Commission – DG HOME): "MATCH - *Migration of African Talents through Capacity building and Hiring*". More specifically, the activities carried out by the company will be related to the recruitment and onboarding of 210 Nigerian and Senegalese professionals selected by EU companies over the course of 30 months.

In particular, it is requested to provide the following services:

- Support the MATCH project consortium with the sourcing and pre-selection of a maximum of 210 candidates
- Support recruiting companies participating to the MATCH project with the finalization of the selection and with onboarding process of the selected candidates

The services will need to be provided **until December 2022 included** starting from the date of the signature of the contract between IOM and the selected service provider.

Tenders will be evaluated by a selection board in accordance with the criteria below:

1. Technical offer: 80/100 pt

The submission of the technical offer involves the creation of a recruitment and onboarding plan (to be presented as a pdf document) which will define the structure of the recruitment activity. It is recommended to include in the plan any added value the company can add to the onboarding phase of the plan, including (but not limited to) additional services that would be available for recruiting companies and selected candidates.

The technical offer will be scored as specified in the table below:

	Criteria	Score (80/100)	Points
1	Geographical scope of the specialized company's activities	Active presence of the service provider in Senegal and Nigeria.	30
2	Technical capacity to support the MATCH consortium with the sourcing and pre-selection activities of the project in Senegal and Nigeria	Knowledge of sourcing strategies and processes. Familiarity with the African labour market structure, particularly in Senegal and Nigeria. Demonstrated experience in the screening of candidates applying for a job position. Availability of screening mechanisms and testing tools for a fair and transparent pre-selection of candidates according to the position they are applying to.	30
3	Availability of a digital recruitment platform accessible by Senegalese and Nigerian job seekers	Possibility to provide the project with the access to a digital recruitment platform to collect, store, and process candidates' applications for the project.	20

2. Economic offer: 20/100 pt.

Economic offers will be scored as specified below.

Maximum score of 30 points will be assigned on the basis of best service at the lowest price. The prices need to be expressed in EUR. In order to be evaluated, bids can't exceed the maximum value of EUR 84.000.

Offers from 20.000 – 40.000 EUR: 30 points

Offers from 40.000 – 60.000 EUR: 20 points

Offers from 60.000 – 84.000 EUR: 10 points

The tender will be awarded to whom obtained highest overall score resulting from the sum of the technical offer points and the economic offer points.

In case of *ex aequo* between 2 companies, IOM reserves the right to call the candidates for an individual interview, to be carried out with the Service Manager of the applicant. This interview will be aimed at verifying the required skills and competences.

To send the economic offer, please use the attached form **Annex C**.

The technical and economic offer must be presented together with the following documents:

- **Brief presentation of the company**
- **References from current or past clients of the company**
- **Annex A** – Quotation form
- **Annex B** - Vendor Information Sheet, completed with the required information
- **Annex C** – Economic proposal

Documents must be sent in digital format to nndoye@iom.int **by 19th July 2020 the latest**. The e-mail must mention the reference number **BE2020/MATCH** in its object. Please indicate the period of validity of the offer. Requests for clarification can be sent to the same email address stated above.

IOM will notify the successful tenderer by e-mail **within 10 working days from the expiry of the selection procedure**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all quotations submitted, at any time prior to award of contract, without thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for the IOM's action. It is specified that the contract will be awarded even if there is only one formally valid tender - provided that IOM considers it suitable - on the basis of the most economically advantageous proposal.

Tenders will be examined and evaluated by an internal IOM committee. The tender must be the basis for contract negotiations and, ultimately, for a contract signed with the selected partner. IOM is not obliged to accept any proposal and reserves the right to cancel the selection process at any time before the award of the contract, without incurring any liability to the tenderer.

IOM policy requires all IOM personnel, bidders, manufacturers, suppliers or distributors to observe the highest standards of ethics when executing all contracts. IOM rejects any proposal submitted by bidders or, if necessary, will terminate the contract if it is established that they are engaged in corrupt, fraudulent, collusive or coercive practices.