

REQUEST FOR PROPOSALS
(*PROCUREMENT OF SERVICES*)

SERVICES FOR

Training Evaluation Expertise

Prepared by



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

No 55 Hassan Musa Katsina Road, Asokoro, Abuja

19.05.2021

REQUEST FOR PROPOSALS
RFP No.: [4200038995](#)



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Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider for the *Training Planning and development consultancy: Service contract for a training evaluation expert* for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: **Training Evaluation expertise services**. More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference
- Section V. Standard Form of Contract

The Proposals must be delivered by hand or through mail to IOM with office address at *No. 55 Hassan Musa Katsina Road, Asokoro, Abuja* by *10 AM Monday 31st May 2021*. No late proposal shall be accepted.

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 contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms

Report any solicitation or suspected fraud to OIGIntake@iom.int or go to <https://weareallin.iom.int/reports>

IOM Abuja Procurement Team

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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Section I - Instructions to Service Providers/ Consulting Firms

1. Introduction

- 1.1 Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit IOM before submitting a proposal.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
 - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
 - Fraudulent practice is any act 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 a contract, to obtain a financial gain or other benefit to avoid an obligation;
 - Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
 - 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 affect the execution of a contract

3. Conflict of Interest

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

4. Clarifications and Amendments to RFP Documents

- 4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all Service Providers/ Consulting Firms.
- 4.2. Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent by standard electronic means (email) to iomabujatenders@iom.int before 10 AM Monday 31st May 2021 for the submission and receipt of Proposals. IOM will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

5. Preparation of the Proposal

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:
- a) the Technical Proposal, and
 - b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in *English*. All reports prepared by the

contracted Service Provider/ Consulting Firm shall be in English.

5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Technical Proposal

6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give attention to the following:

- a) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
- b) It is desirable that most of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
- c) Proposed professional staff must, at a minimum, have the experience of at least *five years*, preferably working under conditions like those prevailing in the country of the assignment.

6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (Section III).

- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- b) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *five years*.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6). The schedule shall also indicate

when experts are working in the project office and when they are working at locations away from the project office.

- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).
- g) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.

6.3 The technical proposal shall not include any financial information.

7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 2 (Section IV).
- 7.2 All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 7.3 Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated.
- 7.4. Service Providers/ Consulting Firms shall express the price of their services in Nigeria Naira.
- 7.5 The Financial Proposal shall be valid for *30 days* during this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

8. Submission, Receipt, and Opening of Proposals

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in readable document. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.

- 8.3 The Service Providers/ Consulting Firms shall submit one original and one copy of the Proposal. Each Technical Proposal and Financial Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 8.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL.” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” Both envelopes shall be placed into an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the project and the name of the Service Provider/ Consulting Firm.
- 8.5 Proposals must be received by IOM at the place, date and time indicated in the invitation to submit proposal or any new place and date established by the IOM. Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by IOM shall be declared “Late,” and shall not be accepted by the IOM and returned to the consultant unopened.
- 8.6 After the deadline for the submission of Proposals, all the Technical Proposal shall be opened first by the BEAC. The Financial Proposal shall remain sealed until all submitted Technical Proposals are opened and evaluated. The BEAC has the option to open the proposals publicly or not.

9. Evaluation of Proposals

- 9.1 After the Proposals have been submitted to the BEAC and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any BEAC member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence IOM in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Providers/ Consulting Firms Proposal.

10. Technical Evaluation

- 10.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *fourteen (14) calendar day* after the deadline for receipt of proposals.
- 10.2 The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria. Each responsive proposal shall be given a technical score .The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.
- 10.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 80

10.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria:

S/N	Requirements	Maximum score
1	Specific experience of the service provider/ consulting firms relevant to the assignment in educational evaluation and curriculum/content creation (UN/NGO/International Organization is preferable)	6
1a	Specific experience in conducting adult learning activities and training manual development for the UN or related organization (6), Others (3)	6
1b	List 4 verifiable clients who are similar to us (industry, size, business model) you have worked for in the recent past, performing similar tasks.	4
1c	List your ISO certifications (1 for each mentioned, maximum is 4 marks)	4
2	Adequacy of the proposed methodology and work plan in response to the Terms of Reference	
2a	Evaluation approach and methodology	20
2b	Workplan and solution creation	20
2c	Organization and staffing – (relevant to the success of the planned evaluation)	10
3	Key professional staff qualifications and competence for the assignment	
3a	How would you ensure experience diversity and quality from your key staff for this assignment	10
	What is your policy should a key staff be unavailable at the last minute i.e. through sickness, holidays? (Please share an evidence)	10
	Provide us with profiles of selected key staff who would support in providing the services we are interested in	10
	TOTAL	100

The minimum technical score required to pass is: 80 Points

10.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR);

11. Financial Evaluation

11.1 After completion of the Technical Proposal evaluation, IOM shall notify those Service Providers/ Consulting Firms whose proposal did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after

the completion of the selection process.

- 11.2 IOM shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score indicating the date and opening of the Financial Proposal. The BEAC has the option to open the financial proposals publicly or not.
- 11.3 The BEAC shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.
- 11.4 The BEAC will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 11.5 The firm achieving the highest combined technical and financial score will be invited for negotiations.

12. Award of Contract

- 12.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.
- 12.2 The Service Provider/ Consulting Firm is expected to commence the assignment in *June 2021 for 4 weeks*.

13. Confidentiality

- 13.1. Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

Section II – Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *[Chairperson Name and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TPF – 2: Service Providers/ Consulting Firms Organization

[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]

TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment

[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications:

[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.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. 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 to the best of my knowledge and belief, 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, if engaged.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

TPF-6: Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)				
Name	Position	Reports Due/Activities	1	2	3	4	Number of Months
							Subtotal (1) _____
							Subtotal (2) _____
							Subtotal (3) _____
							Subtotal (4) _____

Full-time: _____ Part-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Signature of Authorized Representative:

Full Name: _____
 Title: _____

TPF-7: Activity (Work) Schedule

A. Field Investigation and Other Activities								
No .	Activity/Work Description	<i>Duration</i>						
		1st	2nd	3rd	4th	5th	6th	
1	Submission of methodology tools/styles and evaluation plan	✓						
2	Carry out evaluation exercise for TSI training activities in Project Phase 1 and TFP capacity to facilitate adult learning activities. Travel inclusive (if required)	✓	✓					
3	Development of road map and action plan for the project's second phase		✓					
4	Submission of evaluation reports		✓					
5	Upgrade of the training curriculum and its content for the LMS		✓	✓	✓			
6	Development of a training content handbook/manual (minimum of 20 pages in A5 format)				✓	✓		
7	Facilitate trainings for TFPs					✓		
8	Submission of final/overall report						✓	

B. Completion and Submission of Reports

Reports	Timeline
1. Interim evaluation report	1 st week in July 2021
2. Road map and action plan	2 nd week in July 2021
3. Final evaluation report	4 th week in July 2021
4. Upgrade of training curriculum and its content for the LMS	1 st week in October 2021
5. Development of training content handbook/manual	3 rd week in October 2021
6. Facilitation of trainings for TFPs	4 th week in November 2021
7. Final Reports	2 nd Week in December 2021

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF-2: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as or corresponds to the ones indicated in Form TPF-7.

³ Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

ANNEX A

TERMS OF REFERENCE

Service Contract for a Training Evaluation Expert

NATURE OF THE SERVICE

IOM PROJECTS TO WHICH THE CONSULTANCY IS CONTRIBUTING

Under the overall supervision of the Immigration and Border Management (IBM) Senior Program Manager and direct supervision of IBM Program Manager the successful service provider/candidate shall provide training evaluation expert services on the IBM project portfolio “Nigeria Immigration Service Training Strategy Implementation – Phase 2” (NIS TSI-2).

This Project which is funded by The Kingdom of Netherlands is implemented in collaboration with the Nigeria Immigration Service (NIS) and the National Agency for the Prohibition of Trafficking in Persons (NAPTIP) as well as the Department of Port Health Services (PHS) under the Federal Ministry of Health (FMoH).

Project Overview:

IOM provides capacity building to relevant government agencies based on their learning priorities and needs. During the first phase of the project, IOM established seven Personnel Training Resource Centres (PTRCs) across seven NIS State Command offices¹ including the NIS HQ. These PTRCs have been equipped with learning tools, curriculum, and offline Learning Management System (LMS).

As part of promoting a better learning culture within NIS and to foster interagency collaboration between NIS and NAPTIP, IOM in coordination with both agencies developed a training curriculum to provide baseline knowledge on border and migration management to its Personnel whilst fostering synergy and enabling improved knowledge capacity in carrying out their mandates. In coordination with the Project Technical Working Group (TWG), a training curriculum comprising of seven modules² (38 pages) inclusive of a Trainer’s guide (21 pages) was designed for NIS only, to provide basic immigration studies to all NIS regardless of rank and office. A training outline comprising of 4 modules was designed for NIS and NAPTIP, providing baseline knowledge on human trafficking, migrants smuggling, human rights as well as improved referral mechanisms as it relates their mandates. The curriculum and outline were designed to be used for the PTRCs across the country and to be delivered through the offline LMS facilitated by the Training Focal Points in the respective locations. In six PTRCs, there are 3 TFPs per site (2 NIS and 1 NAPTIP) except for one PTRC with only two NIS TFPs. To date, over 929 NIS officers and 195 NAPTIP officers have been trained under the framework of the “Nigeria Immigration Service Training Strategy Implementation Program Phase 1 (NIS TSI -1) – 2017-2019”.

To improve on the existing foundation, IOM seeks to carry out an evaluation exercise of some critical components such as the training curriculums and TFPs, to identify gaps/shortcomings and recommendations to enable a successful implementation of continuation phase of the TSI-2 programme

¹ Seven PTRCs at Anambra, Cross River, Edo, Kano, Kebbi and Ogun NIS State Command Offices, and NIS HQ.

² The Seven Training modules are; *i) Overview of NIS ii) Migration Management iii) Border Management iv) Human Rights v) Smuggling of Migrants (SoM) and Trafficking in Persons (TIP) vi) Hostmanship, and vii) ICT and Data Management respectively.*

whilst reflecting the current reality due to the global pandemic situation.

TASKS DESCRIPTION

Tasks to be carried out are segmented into the following three categories:

Category 1: Evaluation of the Existing Training Curriculum and Training Focal Persons (TFPs)

1. In coordination with the Project TWG, evaluate and review the two existing basic training curricula used at the PTRCs in relation to its effectiveness, training methodology/approach applied at the PTRCs.
2. Evaluate and review the content of the existing LMS, recommend solutions for a most effective and efficient utilization of the LMS to deliver, track and evaluate the knowledge acquired by the officers through applied test/quiz. This will be carried out in coordination with the LMS developer.
3. Assess the capacity of a minimum of twenty (20) TFPs in facilitating adult learning activities against set competencies.
4. Evaluate the training activities of the TSI-1 training programme using the PTRC at the NIS HQ and two PTRC State Commands as case studies. Identify gaps, measure training effectiveness and proffer recommendation for sustainable improvements.
5. The project Technical Working Group (TWG) consists of 25 members – 16 from NIS, 6 from NAPTIP and 3 from PHS. The Training Expert will use consultation meetings as well as any other relevant tool to assess the engagement of the TWG in the project and recommend areas for sustainable improvement.

Category 2: Develop road map for project's second phase.

6. Identify the most relevant shortcomings, lessons learnt and propose appropriate best practices that can be implemented to overcome the shortcomings and enable a successful implementation of the project's second phase.
7. In coordination with the Project TWG, develop a road map and action plan for the implementation of the project based on the evaluation findings.

Category 3: Training Facilitation.

8. Based on evaluation results/road map, update the existing training curriculum and its content for the LMS as may be required. These tasks will be carried out in coordination with the TWG and the software developer.
9. Facilitate Training of Trainers (ToT) sessions on the training curriculum/content delivery as well required adult learning skills for the TFPs.
10. Conduct mock test on the updated curriculum and adult learning skills for a minimum of twenty (20) TFPs. This is to evaluate the quality of training delivery and capacity on subject matter prior to further cascade at the PTRC.
11. Develop a training content manual/handbook of the curriculum for training participants. This manual/handbook will be a compilation of only relevant and baseline summary of each training module comprising of a minimum of twenty (20) pages in A5 format. This document will serve as an additional resource material for recap to participants after the training.
12. Supervise/Monitor the first training session facilitated by the trained TFPs at the PTRC (minimum of 3 PTRCs) to identify areas of improvement for their subsequent sessions.

Other related duties

13. Participate in / organize workshops, consultation meetings, focus groups discussions and interviews for/with relevant stakeholders when and where necessary.
14. Review assignment deliverables against set objectives.

15. In coordination with the IBM Unit team contribute to the training program reports/evaluation.
16. Other related duties as well as on site visits for the evaluation as assigned by the IBM Senior Program Manager.

TANGIBLE AND MEASURABLE OUTPUT OF THE WORK ASSIGNMENT

- A detailed proposed evaluation plan to be presented to the project team.
- Review of the training curriculum and LMS and its training content.
- Assessment report of existing TFP capacity in relation to adult learning and acquaintance to subject matter (interim report).
- Developed road map and action plan for the project's second phase.
- TFPs are trained on updated curriculum and adult learning principles.
- Overall evaluation report (The final report should systematically assess the task at hand, offering factual support, analysis of activities and related results observed, and synthesis of all information received for purposes of conclusions and recommendations).

EXPERTISE

- a. A Master's degree in law, Social Science, adult education, political science, policy studies and International Relations.
- b. Minimum of seven (7) years of experience in curriculum review and development, roll-out of curriculum materials, educational administration, e-learning, professional teaching approach and adult learning strategies (PhD preferred).
- c. Experience in implementing train the trainer activities, designing and facilitating training and professional development sessions.
- d. Extensive experience in conducting capacity assessment, monitoring and evaluating training programs using various training evaluation models such as Kirkpatrick, ROI and Brinkerhoff's Success Case Method and possess the ability to identify and recommend the appropriate paradigm for the project and its stakeholders. The candidate should have a good command of data collection and interviewing techniques.
- e. Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- f. Demonstrated experience working to build the capacities of government officials, civil society with emphasis on the importance of coordination among government counterparts, civil society, private sector to combat trafficking and migrants smuggling. Experience within the ECOWAS region would be a distinct advantage as well as previous experience working for/in an international organization.
- g. Experience working with immigration, counter trafficking institutions, public health institutions as well as institutions/organisations in charge of migration and border management activities.
- h. Intermediate to advanced computer experience and proficiency in Microsoft Office Applications.
- i. Ability to work within a cross cultural setting, negotiate diplomatically, and function well under pressure.
- j. Excellent social and inter-cultural skills.
- k. Have strong analytical, verbal, and report writing skills in English. Knowledge of French an asset.
- l. Be willing to undertake in-country travel related to the assignment when necessary.
- m. Personal commitment, efficiency, empathy, flexibility, drive for results, respect for diversity, creative thinking, and organized.

COMPETENCIES:

- Good interpersonal and communication skills.
- Proven experience of e-learning programs, innovative and creative web design.

- Personal commitment, efficiency and drive for results.
- Respectful and cooperative approach with NIS and other concerned counterparts
- Efficient understanding of subject matter and e-learning platforms

PERFORMANCE INDICATORS

Category 1:

- A detailed proposed evaluation methodology plan is submitted to the project team.
- Training curriculums and LMS content is reviewed.
- TFP adult learning capacity is assessed.
- Project TWG engagement to the project is assessed.
- Interim evaluation report is prepared and submitted.

Category 2:

- Road map and action plan for the project's second phase is developed.

Category 3:

- Training curriculum and content for the LMS is updated.
- ToT for over twenty TFPs on the updated training curriculum/content and adult learning skills is conducted.
- Mock/pilot test is conducted for TFPs to evaluate quality of results.
- Basic Training handbook is developed and approved by IBM management.
- Training report is prepared and submitted.
- Overall final report is prepared and submitted.

DURATION OF THE CONTRACT

The window for this work will be as stated in the contract.

VALUE OF THE CONTRACT

A request for quotation will be sent out.

Payment Modalities:

This service fee will be paid in three installments based on the following deliverables.

- 30% will be paid upon successful completion of category 1 tasks of the performance indicators.
- 30% will be paid upon successful completion of category 2 tasks of the performance indicators.
- 40% will be paid upon successful completion of category 3 tasks of the performance indicators as well as approval of the final report by IOM. WBS for this payment is IB.0211.NG10.

Note:

This contract may be amended to accommodate increase or decrease in tasks and work sites based on IOM's upcoming projects. Terms of the amendment will be agreed upon by both signatories.

The application should be delivered to 55 Hassan Musa Katsina Road Asokoro, International Organization for Migration.

Specify the application deadline: Tuesday 25th May 2021 before 10 a.m.

Section V – Pro-forma Contract

GPSU.SF.19.20

IOM office-specific Ref. No.:	
IOM Project Code:	
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**, 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

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.

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 Article 3.1 of 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.

4.2 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.

4.3 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 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

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.

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 internationally accepted general principles of law and by the terms of the present 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 this Agreement affects the privileges and immunities enjoyed by IOM 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 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 Implementing Partner shall agree and accept the following provisions:

[Insert all donor requirements which must be flown down to IOM's implementing partners 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.

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

For and on behalf of
The International Organization
for Migration

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

Signature

Signature

Name

Position

Date

Place

Name

Position

Date

Place