

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 Community Mapping and Socio-Economic Profiling in accordance with your Request for Proposal (RFP) 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 on the basis of 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 into 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

ToR

1. BACKGROUND AND CONTEXT

Assisted Voluntary Return and Reintegration (AVRR), an indispensable part of IOM's comprehensive approach to migration management, aims 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, with reintegration support contributing to the development of over 44 types of small-scale enterprises in all geopolitical zones of the country. Recently, with support of the European Union (EU) and Government of the United Kingdom, IOM is implementing several programs aiming to improve the reintegration of returnees through providing protection and assistance to vulnerable and stranded migrants, including voluntary return and support for sustainable reintegration in the communities of origin.¹ The overall aim of these initiative is to strengthen the technical and material capacities of authorities and organizations involved in these areas so that they can ultimately take over policies and programs related to the protection and sustainable reintegration of migrants in the region, with a view to improving the governance of migration.

2. OBJECTIVES OF THE CONSULTANCY

Within this framework, IOM Nigeria is seeking a consultant to conduct community mapping and socio-economic profiling within the framework of the EU-IOM Join Initiative for Migrant Protection and Reintegration and the UK Government funded programme aimed at providing assistance to migrants returned under Federal Government of Nigeria Facilitated Charter Flights. The objective is to contribute to the development of an evidence-based approach to sustainable reintegration through the mapping of stakeholders that can contribute to the sustainable reintegration of migrants as well as identify opportunities and challenges to the sustainable reintegration of migrants at the community, local government, state and federal levels. This will ensure that migrants returning to their community of origin are supported towards attaining a state of sustainable reintegration taking into consideration individual, community and structural factors.

3. IOM PROJECT TO WHICH CONSULTANCY IS CONTRIBUTING:

Under the overall supervision of IOM Migrant Protection and Assistance Officer, and the direct supervision of the Reintegration Officer, the consultant will conduct a community mapping and socio-economic profiling of returned migrants and their communities, to identify feasible individual and collective reintegration opportunities.² The overall purpose of the consultancy

¹ IOM has assisted beneficiaries in creating small businesses such as catering, farming, grinding mills, poultry, small grocery shops, transport, welding, among others.

² Samuel Hall (2018). Community mapping of areas of return to Nigeria, for the Regional Office for West Africa and the Centre of the International Organization for Migration.

is to identify stakeholders and structures that can contribute to the sustainable reintegration of migrants as well as opportunities and challenges at the community and structural level that can influence the sustainable reintegration of migrants. Communities in seven states, cutting across the six geo-political zones of Nigeria, will be assessed.³ The consultancy is part of the EU-IOM Joint Initiative for Migrant Protection and Reintegration and the UK Government funded programme aimed at providing assistance to migrants returned under Federal Government of Nigeria Facilitated Charter Flights.

4. TASKS TO BE PERFORMED UNDER THIS CONTRACT:

As part of the **EU-IOM Joint Initiative for Migration Protection and Reintegration in Africa** – Samuel Hall conducted a community mapping and socio-economic profiling in 11 West and Central African countries (Burkina Faso, Cameroon, the Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Mali, Mauritania, Nigeria and Senegal). Six communities cutting across four states in Nigeria were assessed (**Awo-Alero and Ughelli** in Delta state, **Idogbo and Uroimi** in Edo state, **Iberekodo** in Ogun state and **Orlu** in Imo state). The consultancy will be building on Samuel Hall's assessment by expanding the scope to seven states and broadening the focus.

Specifically, the consultant will perform the following tasks:

1. Prepare a mapping strategy and inception report detailing the workplan, and methodology of the mapping exercise.
2. Develop tools for data collection, including questionnaire, surveys for Key Informant Interviews and Focus Group Discussions.
3. Undertake Community profiling of selected communities to identify key challenges faced by the communities, socio-economic profile of community members, migration profile of the community, challenges and opportunities to sustainable reintegration.
4. Mapping of potential and available services for supporting the reintegration of returned migrants, and other vulnerable groups, provided by government, non-government, civil society organizations and private sector (including possible training and job opportunities).
5. Mapping of existing referral mechanisms on to returnees related to their economic, social and psycho social wellbeing and providing viable recommendation.
6. Undertake a market analysis to identify feasible individual, collective and community-based reintegration projects in communities of study (social, economic and psychosocial).
7. Benchmarking scale pertaining to minimum level of technical background, skills and education needed for setting up and managing identified projects.
8. Conduct assessment of current level of skills amongst returnees, and provide recommendations to support training and skill development needs of returnees in line with reintegration opportunities identified in at the community level.
9. Develop a Directory of Services and a Geographic Information System (GIS) map, highlighting locations of actors identified.

³ The states will be Edo, Delta, Yobe and 4 additionally states from other geopolitical zones that will be decided at the inception phase along with the number of communities to be included in the mapping exercise and IOM beneficiaries to be interviewed.

10. Produce a draft and final mapping report, including infographics with comprehensive and disaggregated findings, and concrete recommendations for capacity building.
11. Perform other duties as may be assigned.

1. TANGIBLE AND MEASURABLE OUTPUT OF THE WORK ASSIGNMENT:

1. Mapping strategy and inception report.
2. Mid-term report which will include stakeholders mapping and analysis, community profiles and data collection tools.
3. Draft final report along with recommendations of possible partnerships and capacity building needs.
4. Validation workshop to get feedback from stakeholders.
5. Final report, incorporating feedback from IOM project team and stakeholders.
6. Perform other duties as may be assigned.

TIMELINE AND REPORTING

Outputs	Duration (person days)
Inception report, including mapping strategy methodology and work plan	5 days
Mid-term report which will include stakeholders mapping and analysis, community profiles and data collection tools	5 days
Field trips for data collection	20 days
Analysis of results and submission of draft electronic report	5 days
Presentation (workshop/seminar) summarizing findings to IOM and other relevant stakeholders.	1 day
Submission of final report (electronic and in hard copy)	4 days
TOTAL	40 days

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	5	6	7	8	9	10	11	12	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	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10t h	11t h	12t h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

