

Section II – Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *Frantz Celestin*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for the Development of a Peer Education Manual on Irregular Migration, Trafficking in Persons and Smuggling of Migrants 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.

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

Term of reference

The International Organization for Migration (IOM), has been working with the Federal Government of Nigeria to provide Assisted Voluntary Return and Reintegration (AVRR) support to Nigerian migrants since 2002. Through information campaigns and outreach, IOM seeks to equip vulnerable migrants with the information they need to migrate safely and access assistance when necessary. IOM also aims to address the root causes of vulnerability to trafficking through programming at the household, community, and structural levels. With support from the Government of the United Kingdom, IOM is implementing a project, “Strengthening Direct Assistance for Victims of Trafficking (VoTs) In Nigeria Through A Victim Centred Approach.” The project aims to contribute to the improved sustainable rehabilitation and reintegration of Victims of Trafficking (VoTs) in Nigeria and the sensitization of source communities to reduce stigma and foster rehabilitation and reintegration of returnees in communities with high number of returned migrants (Edo and Delta States).

Within this framework, IOM is planning to a strengthen the delivery of peer education in schools and communities in high risk states of irregular migration, through developing a peer education manual aimed at promoting safe and informed migration practices, raise awareness on the risks of irregular migration (including human trafficking and smuggling of migrants), and building communal support systems for returned migrants. Peer education is considered a process whereby well-trained and motivated young people undertake informal or organized educational activities with their peers (those similar to themselves in age, background, or interests). These activities, occurring over an extended period of time, are aimed at developing their knowledge, attitudes, practices, and skills and at enabling them to be responsible for and to protect themselves and others of irregular migration.

The peer education manual is aimed to sensitize youth aged between 10 and 25 years, including potential migrants and their communities, on safe migration practices and the dangers of irregular migration, including Trafficking in Persons and Smuggling of Migrants and the importance of Mental Health and Psychosocial support for returned migrants. The manual will also include modules on supporting the return and reintegration of migrants within their communities. Working under the overall supervision of the Programme Support Officer, MPA, and the direct supervision of the Awareness Raising Officer, the incumbent will adapt and contextualize a Peer Education Manual that Peer Educators can utilize during the peer education sessions within the communities and schools. Where possible pictorials/illustrations will be included in each session guide to be used by peer educators while conducting outreach.

Core Functions/Responsibilities:

- Prepare a detailed inception report including a workplan and timelines.
- Conduct a literature review on the role, existing programmes and practices pertaining to peer education in the context of irregular migration;
- Prepare an analysis and reflection on success and failures of existing peer education practices and programmes.

- Develop a Monitoring and Evaluation Framework and tools to conduct M&E for peer education activities.
- Adapt and contextualize a peer education manual to the Nigerian context, with specific modules on irregular migration, trafficking in persons and smuggling of migrants (modules to be determined in coordination with IOM).
- Adapt and contextualize a trainers' guide and training power points presentations to help facilitators implement peer education in schools and/or communities.
- Take part in a validation workshop with government and nongovernment partners and present the manual for validation.
- Facilitate A Training of Trainers on the manual targeting CSOs, Government partners and teachers at schools.

Key Tasks to be Performed

- Inception report, including detailed methodology and work plan;
- Literature review, best practice analysis and results of consultations with actors in various regions in Nigeria.
- Review existing manuals on Mental Health and Psychosocial Support and develop content relating to the Nigerian context and specifically targets young people between ages 10 and 25 years.
- Draft manual, which includes the results of the literature review and best practice analysis.
- Presentation on the Peer Education Manual to Government and Non-Government actors for validation at Federal and State levels.
- Monitoring and Evaluation Framework and Tools.
- Final report, incorporating feedback from IOM project team;
Perform other duties as may be assigned.

Methodology

The following methodological approach is proposed at a minimum, and is to be further refined by the respective consultant in the methodology section:

- Secondary information: review of existing programs and manuals on peer education, including the identification of best practices and modules that can be adapted to the Nigerian context. The manual will be developed based on an adaptation and contextualization of existing peer education manuals in the region.
- Primary information: information collected through Focus Group Discussions (youth aged between 10-15) and Key informants' interviews (with representatives from the government; CSOs/NGOs, coordination and network mechanisms).

Required Qualifications and Experience

- The consultant company should have a minimum of five (5) years' operational experience in conducting workshops and trainings to both government and nongovernment actors. Preference will be given to individuals who have experience working on migration and trafficking in persons issues.

- The consultant company should have a minimum of five (5) years' experience in developing training manuals and curricula which targets children and young people and local knowledge of Edo, Delta and Lagos States.
- Demonstrated experience in working with youth, ideally aged between the ages of 10 and 25.
- The consultant company should have proven experience in behavioural change communications (BCC).
- The assigned staff of the consultant company should have a minimum of 5 years' experience in facilitating capacity building and training activities for government and non-government actors, in behaviour change communication and in developing training manuals and curricula targeting children and young people.
- Computer proficiency including with MS Office products (Word, Excel, PowerPoint).

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Timeframe of Assignment

The assignment is expected to take 35 days, within a time period of three (3) months from the date of signing the contract.

Deliverable	Timeline
Detailed inception report, including work plan and methodology	3
Literature review and identification of best practices	5
Development of draft manual, including consultations with relevant actors.	15
Validation workshop with external actors	1
Monitoring and Evaluation Framework and Tools	5
Final manual	5
Training of Trainers (TBC)	1
Total	35 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	

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 for Development of a Peer Education Manual on Irregular Migration, Trafficking in Persons and Smuggling of Migrants in accordance with your Request for Proposal (RFP) 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: Summary of Costs

Costs	Currency	Amount(s)
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
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.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory: