

REQUEST FOR PROPOSAL (RFP)

RFP Reference: CO/BD10-MPSD/IP/2023/042

Date: 05 December 2023

SECTION 1: REQUEST FOR PROPOSAL (RFP) for Hiring of Implementing Partners (IP) for the project titled “Reducing Irregular Migration and Supporting Returnee and Displaced Persons”.

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFP.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFP Instructions and Data

Annex 1: Terms of Reference

Annex 2: Proposal Submission Form

Annex 3: Technical and Financial Offer/ Proposal

When preparing your quotation, please be guided by the RFP Instructions and Data. Please note that quotations must be submitted using Annex 2: Proposal Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Name: IOM Dhaka

Date: 05 December 2023

SECTION 2: RFP INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	20 December 2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email Bid submission address: smbgdiomtenders@iom.int <ul style="list-style-type: none">▪ File Format: PDF/ Docs▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.▪ All files must be free of viruses and not corrupted.▪ Max. File Size per transmission: 9 MB▪ Mandatory subject of email: CO/BD10-MPSD/IP/2023/042: RFP for Conduct an assessment for mapping out potential climate smart and disaster resilient livelihood options in selected project locations _IOM Bangladesh.▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.▪ The proposer should receive an email acknowledging email receipt.▪ Do not keep anybody in the CC of the email sent as submission of bid.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in BDT
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input checked="" type="checkbox"/> be inclusive of VAT.
Language of quotation and documentation including catalogues, instructions and operating manuals	ENGLISH
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Proposal Submission Form duly completed and signed

	<input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Completed Vendor Information Sheet as per attached IOM template. <input checked="" type="checkbox"/> Organization profile with the legal documents of the business entity (eg-Trade license/ Registration certificate , Certificate of incorporation, BIN, TIN, etc.) <input checked="" type="checkbox"/> Bank Statement / Financial Audit Report of last three years. <input checked="" type="checkbox"/> Documentary evidence of experience (Contract/PO copy) within last two (02) years. <input checked="" type="checkbox"/> Client list with reference contact no and details.
Quotation validity period	Quotations shall remain valid for 90 days days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input type="checkbox"/> Payment will be made in Monthly Basis within 30 days after receipt of services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Dhaka, E-mail address: smbgdiomtenders@iom.int
Clarifications/ Pre-Proposal Meeting	Bidders are requested to send their queries (if any) within 7 December 2023 through below mentioned email address and IOM will reply the respective queries (if any) within 10 December 2013 by return mail or Uploaded in the IOM web portal . E-mail: smbgdiomtenders@iom.int Web portal: https://bangladesh.iom.int/procurement
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to highest scorer through Combined Evaluation - As per ToR
Evaluation criteria	As per ToR
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Contract
Expected date for contract award.	01 January 2024
Policies and procedures	This RFP is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: TERMS OF REFERENCE

Background

IOM Bangladesh is implementing a project titled “ Reducing Irregular Migration and Supporting Returnee and Displaced Persons” in partnership with Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE); Bureau of Manpower Employment and Training (BMET), Wage Earners' Welfare Board and the Ministry of Environment, Forest and Climate Change (MoFCC). This 24 month project is funded by the Government of Italy and being implemented in five districts -Faridpur, Madaripur, Shariatpur, Rajshahi and Sylhet.

Key objective of the project is to **contribute for strengthening safe migration pathways in Bangladesh through raising awareness, supporting sustainable reintegration, and providing alternatives to irregular migration.**

Under the project, IOM will support awareness raising on safe migration and the risks of irregular migration in the project areas, in addition, the project will contribute for sustainable economic, social and psychosocial reintegration of the selected vulnerable returnee migrants. The project will also provide support to communities that are particularly vulnerable to the impacts of climate change, focusing on viable and more sustainable internal resettlement options and climate resilient alternative livelihoods opportunities which will support their adaptation and reduce the threat of displacement.

Given the complex migration context in Bangladesh, this project will leverage IOM's past and existing work in the areas of safe migration, as well as return and reintegration, social and behavioural change communication (SBCC) interventions and migration environment and climate change (MECC). The project aims to work at two levels: at the community level it will work on addressing adverse drivers of migration such as the impacts of climate change, and increasing awareness on safe migration and the dangers of irregular migration; at the individual level it will support the sustainable reintegration of Bangladeshi migrants who have opted to return to the country from Libya and other transit countries and currently in vulnerable situation . Also at the individual level, the project will support those vulnerable to displacement due to climate change. The project will work directly with aspirant and returned migrants, as well as with relevant authorities, IDPs and their communities in a holistic manner to achieve its objective.

IOM will undertake a comprehensive community-based BCC outreach campaign, following the direct outreach approach with community with a focus to enhance their knowledge on safe and regular migration. To address the vulnerabilities and needs of migrants returning from Libya, under the European Union-funded Vulnerable Humanitarian Return (VHR) programmes, and women migrants returning from key destination and transit countries, particularly those impacted by conflict or exposed to violence, exploitation and abuse in host countries, IOM proposes to facilitate tailored reintegration support to returnees after return to their communities of origin. In addition, IOM will work at the individual, community and structural levels to support those impacted by climate change. This support will focus on increased disaster resilience and climate change adaptation notably in the areas mapping labor market needs and potential climate smart alternative livelihood options and livelihood support to vulnerable populations - complementing and building on the Government of Bangladesh's existing efforts and investments.

Scope of Work

The objective of the ToR is to invite implementing partners interested in working in selected Upazilas of selected districts to implement the project in partnership with IOM. The implementing partners will have responsibilities to implement below mentioned activities.

- A) Establishment and maintenance of 50 Migration Information and Registration Service Booths (MIRS)-Booths at the Union Digital Centers (UDCs) to provide information and other IT related migration services to migrants (registration, verification, internet and printing). Organize Three capacity building training for the

representatives of 50 MIRS-Booths at the district level (Faridpur, Rajshahi and Sylhet). Selected IP will organize all the logistics arrangement, venue, food and participants on behalf of IOM. IOM will facilitate the training.

- B) Development and implementation of 300 pot song at the union level in 5 selected districts.
- C) Implementation of 300 School programme and wall paintings at the union level in 5 selected districts
- D) Identify vulnerable returning migrants from Libya, and vulnerable female returnees, through rapid screening at different service delivery points.
- E) Assist selected 570 returning migrants in developing reintegration plans tailored to their assessed needs and vulnerabilities and provide referrals and services like needs-based psychosocial counselling, social reintegration services including housing/temporary accommodation, health and wellbeing, education and training, documentation, access to justice and any other services as per needs, necessary medical treatment/health care support to the returnees¹ with acute physical illness; trauma counselling and/or psychiatric treatment for persons identified with mental health disorder/illness, for
- F) Assess the economic condition of 570 returnees' households to ascertain the kind of appropriate livelihood support.
- G) Provide Financial literacy, entrepreneurial skills and market linkage advice to assist 570 returnees to engage in sustainable livelihood activities.
- H) Provide individual sustainable livelihoods support based on the acquired skills and experiences, and preferences of the 570 vulnerable returnees.
- I) Refer assessed returnees for skills training, RPL and job placement.
- J) Identification and profiling of 200 potential beneficiaries from the climate and disaster affected population to define trades of skills development and/or type of livelihood support.
- K) Roll out skills development and livelihood support according to an IOM study on high demand occupations and beneficiary preference.
- L) Provide mentorship support in the form of business development advisory and job placement services to 200 beneficiaries.

Requirement of Implementing Partner

- a) The interested IP need to have experience of work in migration management, displaced population, climate migration, reintegration issues, awareness raising on safe migration and experience in managing skill development, livelihood projects
- b) Work experience in project areas (five districts)
- c) Previous experience as IP with UN agencies will be beneficial
- d) The IP must be registered with NGO Affairs Bureau
- e) Experience of work with GoB agencies for facilitating access to public services will get preference

Evaluation Criteria:

- Understanding of the assignment -10 marks
- Organization profile and past experience of implementing similar activities - 40 marks
- Methodology to accomplish proposed activities including the probable challenges with mitigation plan - 20 marks
- Proposed key team composition - 10 marks
- Financial proposal-20 marks

¹ Consider provision for medical treatment support for 30 percent of the total caseload.

Duration of the Project-

15 months

Submission Procedures

Interested NGOs need to submit technical proposal and financial proposal to smbgdiomtenders@iom.int . against the RFP reference # CO/BD10- MPSD/IP/2023/042 along with below mentioned required documents. The technical proposal should mention detailed activity plan and the financial proposal should have activity based financial amount breakdown.

Required Documents:

- i) Copy of Legal Documents
- ii) A short profile of the NGO including experience of similar projects.
- iii) List of partnership with development partners and Government of Bangladesh
- iv) List of human resource

Last date of proposal submission is 20/12 2023 to smbgdiomtenders@iom.int

Primary Contact

For any queries or information, please write to: smbgdiomtenders@iom.int

On or before 7 December 2023 and IOM will reply by 10 December 2023

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	CO/BD10-MPSD/IP/2023/042	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET²

Please attach the completed (Filled & Signed) vendor information sheet with your Bid in the IOM templated as attached

BIDDER'S DECLARATION OF CONFORMITY³

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.

² [Vendor Information Sheet.xlsx](#)

³ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	CO/BD10-MPSD/IP/2023/042	Date:

Technical Offer

Provide the following:

- Annex 2: Quotation Submission Form duly completed and signed.
- Company profile with the legal documents of the business entity (eg-Trade license, Certificate of incorporation, BIN, TIN, etc.).
- Completed Vendor Information Sheet as per attached IOM template.
- Concept note /Methodology.
- Experience Document
- Documentary evidence of experience (Contract/PO copy) within last five (05) years.
- List of clients with reference details.
- Resource planning for the service with detailed SOP.
- Reference letter from the existing of former clients/ contract copy/MOU.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
	VAT	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

Note : Potential Service provider may add more coloum for best utilization of the activities