

## IOM MISSION – SIERRA LEONE

# CALL FOR EXPRESSION OF INTEREST (CEI)

### 1. *Timeline*

CEI Reference number	SL/MPRR/September/CEI-01
Posted (date)	3 October 2023
Clarification Request Deadline	Maximum 3 days before Application Deadline
Application Deadline	31 October 2023, 23:59 local time
Notification of Results	Maximum one month after the Application Deadline
Implementation Start Date	November 2023
Implementation End Date	June 2024 (renewable)

### 2. *Locations*

*Sierra Leone – Freetown. Other locations in Sierra Leone are also desirable.*

### 3. *Sector(s) and area(s) of specialization*

The planned activities are linked with the reintegration interventions designed for supporting returning migrants. IOM Sierra Leone is seeking an Implementing Partner in the form of a **non-profit non-governmental, governmental, service provider or private sector entity, to organize, manage and deliver Technical Vocational Educational Training (TVET) and provide start-up kits for returning migrants.**

The objective of this intervention is to enhance skills of trainees (returned migrants) and increase their employability within the labour market, as well as equip them with the necessary items to ensure their livelihoods.

The sectors may include, but not limited to manufacturing goods, arts & crafts, mechanical engineering, electrical installation, agriculture/agro-processing activities, etc.

### 4. *Issuing Agency*

International Organization for Migration (IOM) – Sierra Leone

### 5. *Project Background*

Assisted Voluntary Return and Reintegration (AVRR) is an essential component of migration management, aiming to achieve, safe, orderly and dignified migration and also upholding the rights and dignity of migrants. Through the AVRR programmes, the International Organization for Migration (IOM):

- Contributes to promote the social and economic inclusion of all migrants, irrespective of their gender, age, race, religion, and status.
- Ensures that returning migrants are assisted immediately after their arrival.
- Aims at facilitating a sustainable reintegration of returning migrants into the community by providing tailored assistance and ensuring their access to social, economic and psychosocial assistance.

IOM Sierra Leone is currently implementing the Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA), a European Union (EU) – IOM Joint Initiative that enable migrants who decide to return to their home countries to restart their lives through an integrated approach. This is done by among other things, providing reintegration assistance to returning migrants.

The project aims to initiate innovative and sustainable reintegration models by supporting returning migrants to reach self-sufficiency, social and psychosocial well-being that allow them to become more resilient. This initiative is also working towards working across several levels – individual, households, and communities. Consequently, IOM seeks to engage both governments, private, and TVET institutions in Freetown and other districts across Sierra Leone to create more opportunities for returned migrants to enhance their ongoing economic assistance, particularly migrants that have an interest in small-scale business and in job placement or internships/mentorship opportunities.

## 6. **Expected Results**

This intervention will target a number of **276 returnees** who will be selected through an established screening process performed in agreement with IOM. All training courses need to be completed by latest 30/06/2024. The duration of each training curriculum is ideally up to **4 months** (maximum 100 working days) and should not exceed 6 hours per day. Training is generally provided during morning hours and end shortly after lunch. All trainings shall include:

- The provision of participants screening, prior to the commencement of the training to assess their level of skills and professional inclinations.
- A toolkit /training materials to support the trainees during their learning process and for practicing their skills.
- Life- skills sessions, including basic business knowledge, resume writing, interview skills among others.

Programmes that include apprenticeships, internships, on-the job training, professional mentorship, career planning and guidance are highly desirable.

## 7. **Indicative Budget**

The applicants are requested to prepare and submit the budget proposal as per **Annex E-Budget template**.

## 8. **Other Information**

8.1. The selected “Implementing Partner(-s)” shall perform the Activities according to the Terms of Reference (Annex A of this Document).

The engagement between IOM and the Implementing Partner shall be further covered with a Project Implementation Agreement using the Project Implementation Agreement template (Annex G) after final confirmation of project implementation.

## 9. **Selection Criteria**

**The evaluation of the applications received will be performed as follows:**

### **I. Preliminary evaluation of the proposals (pass/fail criteria)**

The below eligibility requirements will be taken into consideration for each applicant with a pass or fail criteria before undertaking the evaluation of the financial and technical proposal. The Applicant must attain the rating of “pass” in all areas to proceed with the technical evaluation.

Eligibility criteria	Criteria
Registration certificate as a TVET institution	Pass/Fail

Detailed training curricula included in the offer	Pass/Fail
Proof that the Applicant is located in Freetown and other districts (if applicable)	Pass/Fail
A Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO) that is ready to engage with IOM to deliver non-profit activities where IOM and the IP will jointly contribute time and resources and share risks and responsibilities linked to the implementation.	Pass/Fail
A partner entity that is committed to the core values of the Universal Declaration of Human Rights, to the IN/285 Accountability to Affected Populations (AAP) Framework, Preventing Sexual Exploitation and Abuse (PSEA section on We Are All In platform) and to C/106/CRP/20 Humanitarian Principles.	Pass/Fail
A partner entity that is committed to the Principle of Partnership endorsed by Global Humanitarian Platform and to the standards under the <a href="#">UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse</a> .	Pass/Fail
A partner entity that does not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national or social origin, property, health, disability, birth, age, or other status.	Pass/Fail
An entity that has not been involved or charged with any <a href="#">proscribed practices</a> , terrorist activities or sanctions. Neither the IPs nor its representatives appear on the Consolidated United Nations Security Council Sanctions List or on the United Nations Global Marketplace vendor ineligibility list.	Pass/Fail

## II. Technical evaluation

Criteria	Requirement	Rating
<b>General Experience</b>		
Provide evidence of experience in similar services as those required by IOM with other relevant stakeholders, including international organizations, Government institutions, private entities, etc.	Evidence of experience providing similar services in at least 3 (three) sectors	20 points
	Evidence of experience providing similar services in at least 2 (two) sectors	15 points
	Evidence of experience providing similar services in o1 (one) sector	10 points
Duration of experience in proposed activities/total number of years engaged in the provision of technical and vocational skill training	Above 5 (five) years	20 points
	3 (three) to 4 (four) years	15 points
	1 (one) to 2 (two) years	10 points
<b>Trainers Experience</b>		
Evidence of competent trainers (CVs should be included as attachments)	CV of lead trainers with above 10 years' experience in the relevant field	20 points
	CV of lead trainers with 5 (five) to 9 (nine) years' experience in the relevant field	15 points
	CV of lead trainers with 1 (one) to 4 (four) years' experience in the relevant field	10 points
Evidence of the existence of a proper organizational governance structure (organization's organigram and CV of key management staffs)	Organization's organigram and CVs of key management staff	20 points
	Evidence of only one of the two criteria	10 points
<b>Financial capacity</b>		
The financial capacity of the Applicant to take responsibility for the agreed financial commitments of the trainee	Positive working capital for the last 3 (three) years	20 points
	Positive working capital for the last 2 (two) years	15 points
	Positive working capital for the last 1 (one) years	10 points
<b><i>Applicants that may link the skills' development and vocational training to a pre-identified job placement will have a distinct advantage. This information shall result from the Concept Note submitted to IOM</i></b>		

## 10. Attachments

Description
ANNEX A – Terms of Reference
ANNEX B - Implementing Partners General Information Questionnaire
ANNEX C - Implementing Partner References Checklist
ANNEX D - Concept Note Template
ANNEX E – Budget
ANNEX F – Declaration of Conformity for Partners
ANNEX G - Project Implementation Agreement Template
ANNEX H – IOM Data Protection Notice For Vendors, Implementing Partners and Grant Recipient Entities

## 11. For more information on this partnership opportunity, and to apply, please visit

<https://rodakar.iom.int/procurement>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing [iomfreetown@iom.int](mailto:iomfreetown@iom.int)

### Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application.

1. The Application must be submitted through email to [iomfreetown@iom.int](mailto:iomfreetown@iom.int) no later than 31 October 2023, 23:59 local time. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners.
3. The email subject shall be indicated with the **reference number SL/MPRR/September/CEI-01** and the name of the Applicant.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:

- a. Cover Letter;
  - b. Duly completed application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner's Authorized Representative; and
  - c. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EOI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing Partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM at no occasion, will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
12. The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).
14. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.