

IOM MISSION – SIERRA LEONE

CALL FOR EXPRESSION OF INTEREST (CEI)

1. *Timeline*

CEI Reference number	SL/MPRR/September/CEI-02
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

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 activities aiming to address some of the root causes of migration and to diversify livelihood and economic opportunities. IOM Sierra Leone is seeking to partner with non-governmental/governmental service providers or private sector entities for provision of business skill training/coaching/upskilling and microbusiness establishment for returning migrants. This intervention aims to support economic self-reliance and develop local driven entrepreneurial initiatives at community level.

This intervention aims to achieve sustainable reintegration for Sierra Leone nationals that have recently been repatriated to the country. Often following weeks, months, or years away from their homes, the beneficiaries of this intervention are now in need of socio-economic support that can provide for a regular income for themselves and their families.

4. *Issuing Agency*

International Organization for Migration (IOM) – Sierra Leone

5. *Project Background*

Assisted Voluntary Return and Reintegration (AVRR) is an essential component of the 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 enables migrants who decide to return to their countries to restart their lives through an integrated approach to providing reintegration assistance.

The project aims to initiate innovative and sustainable reintegration models by supporting returning migrants to reach self-sufficiency, social and psychosocial well-being that allows them to become more resilient. This initiative is also working toward across several levels – individual, households, and communities.

Thus, IOM seeks to cooperate with civil society organizations in Freetown and other districts across Sierra Leone to create more opportunities for returned migrants that have an interest in developing their business skills, opening a small-scale business and coaching.

6. *Expected Results*

This intervention is targeting the below mentioned results:

- To organize start-up business trainings for **614 returnees** which will be selected through an established screening process performed by the selected entity in cooperation with IOM. The training will be organized based on a training curriculum shared with IOM when submitting the application.
- To reduce the vulnerability of the returning migrants by providing support to set-up income generating small business/schemes.
- To encourage and support returnees in setting up microbusinesses, including green jobs and innovative solutions for sustainable socio-economic development.
- To consider age, gender dimension and other vulnerabilities of returnees (e.g., disability inclusion) in providing trainings/mentorship and support for setting up microbusinesses.
- To have the potential to generate sustainable interventions at community level through the establishment of businesses that have a high degree of flexibility and resilience.

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 an entity that may organize trainings	Pass/Fail
Detailed training curriculum for the business start-up training 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 UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse .	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 proscribed practices , 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

Technical evaluation

Criteria	Requirement	Rating
Clarity of activities and expected results	<ul style="list-style-type: none"> Clearly describe activities, indicators, expected outputs based on ToR Feasible implementation plan (workplan) that includes all proposed activities and any alternative or additional activities, detailing how the planned activities will be completed and when. Details how activities proposed to show partner understanding of deliverables, timelines, and budget. Details on how the program will be completed which includes potential risks or complications and how the partner would overcome those challenges. 	20
Cost-effectiveness	<ul style="list-style-type: none"> How is cost distributed for program implementation and program management 	15
Local experience and presence	<ul style="list-style-type: none"> Existing presence in the above-mentioned location(s) and have expertise in the subject matter 	15
Project management, organizational capacity and sector expertise and experience	<ul style="list-style-type: none"> A clear distinction between technical and project management staff Proven ability to coordinate with relevant partners including governmental authorities. Previous similar experience working with UN agencies or INGOs. Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme, demonstrating technical and administrative capacity to manage the interventions. Shows a comprehensive understanding of local context, social and economic situation, livelihoods, and community-based approaches 	35
Sustainability and innovative solutions proposed/green jobs/environmental considerations	<ul style="list-style-type: none"> Clear description of the approach to promote sustainability of planned interventions. Innovative solutions proposed/green jobs and environmental considerations. 	15

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.

All applicants will receive written notification, within 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

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 no later than 31 October 2023, 23:59 local time. Late applications will not 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-02** and the name of the Applicant.
4. The Application must be submitted in English and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all 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 for 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 Prescribed 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 incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.