

## IOM MISSION – GUINEA BISSAU

# CALL FOR EXPRESSION OF INTEREST (CEI)

### 1 **Timeline**

<b>CEI Reference number</b>	4200755222_09_LM.0516_2024
<b>Posted (date)</b>	30 September 2024
<b>Clarification Request Deadline</b>	
<b>Application Deadline</b>	8 October 2024
<b>Notification of Results</b>	10 October 2024
<b>Implementation Start Date</b>	15 October
<b>Implementation End Date</b>	April 2026

### 2 **Locations**

*Guinea Bissau (Gabú, Bafata, OiO)*

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

*Capacity building, entrepreneurship, employability, community and local development*

### 4 **Issuing Agency**

IOM

### 5 **Project Background**

*The Migration for Development Program is a multi-country project funded by Italian Agency for Development Cooperation (AICS), aimed at contributing to the safe mobility of the youth within and across the countries, matching intra-regional labour demand and supply in Guinea Bissau, Guinea Conakry, Senegal, and The Gambia. Building on the results of key projects, namely ‘Bridging together Youth, Diaspora and Local Authorities for an integrated approach to promote employment and address irregular migration in The Gambia, Guinea and Guinea-Bissau’ (YDLA) and ‘Supporting Local Economic development in in The Gambia, Guinea and Guinea-Bissau’ (SLED), the project’s intervention aims at focusing on youth employment specifically around rural and border areas, which are at a particular disadvantage compared to other areas, and where the youth is significantly more fragile and prone to irregular migration.*

### 6 **Expected Results**

*Outcome 2: Youth across countries find job opportunities in identified strategic economic sectors, especially those in rural and border areas.*

*Output 2.1. Youth across countries have access to the technical and financial resources to improve their employment and income-generating status.*

*Activity 2.1.1. Conducting entrepreneurship trainings and coaching sessions for 200 beneficiaries*

*Activity 2.1.2. Providing financial support to 20 entrepreneurs in Oio, Gabú and Bafatá regions*

7 **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> <li>• Relevance of proposal to achieving expected results;</li> <li>• Expertise on budgeting, communication, negotiation and participation skills;</li> <li>• Expertise and experience in developing and delivery of training programmes and capacity building for youth;</li> <li>• Adequacy and clarity of the proposed budget (including contribution by the prospective Implementing Partner);</li> <li>• Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors;</li> <li>• Experience with conducting rights principles such as inclusion, equality, accountability, participation, universality, etc.</li> </ul>	50
Sustainability of intervention	<ul style="list-style-type: none"> <li>• Experience in partnering with key institutions related to youth and adolescent participation and development;</li> <li>• National and Local experience, presence and community relations; Management ability; Sustainability of intervention.</li> </ul>	30
Other	<ul style="list-style-type: none"> <li>• Replicability/scalability;</li> <li>• Gender mainstreaming skills to apply during implementation of the programmes;</li> <li>• Innovative approach</li> <li>• Proven capacity in financial management of projects;</li> <li>• Good familiarity with political and social environments in Guinea Bissau</li> </ul>	10

8. **Attachments**

Description	URL
ANNEX A – Terms of Reference	See below
ANNEX B - Implementing Partner References Checklist	See below
ANNEX C - Implementing Partners General Information Questionnaire	See below
ANNEX D - Concept Note Template	enclose
ANNEX E - Financial and Narrative Reporting Templates	enclose
ANNEX F - Project Implementation Agreement Template	enclose
ANNEX G – Declaration of Conformity for Partners	enclose

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at [insert complete address] no later than [insert date and time of deadline of submission]. 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 Application must be submitted in one original and one copy and envelope must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
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 accomplished 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.

## IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in the response to the CEI issued by IOM:

### TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

### TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (\*))

### TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

### TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

## Terms of Reference

<b>Introduction</b>
<p>IOM works with its partners to support effective migration management and governance upholding the rights of migrants; improve knowledge on migration issues; encourage social and economic development through migration; uphold the human dignity and well-being of migrants.</p> <p>Among its areas of intervention, IOM Guinea-Bissau implements a three-year project entitled “Promoting Intra-Regional Labour Migration for Local Development In West African Countries – Migration for Development Program” to enhance socio-economic growth and mobility for youth in rural and border regions of The Gambia, Senegal, Guinea-Bissau, and Guinea.</p> <p>The focus of the on-going project is on addressing youth unemployment and irregular migration by fostering socio-economic development and regional mobility. This involves advocating safe and regular mobility, balancing labor supply and demand, and creating youth employment opportunities in strategic sectors.</p>
<b>Background</b>
<p>The Migration for Development Program is a multi-country project funded by Italian Agency for Development Cooperation (AICS), aimed at contributing to the safe mobility of the youth within and across the countries, matching intra-regional labour demand and supply in Guinea Bissau, Guinea Conakry, Senegal, and The Gambia. Building on the results of key projects, namely ‘Bridging together Youth, Diaspora and Local Authorities for an integrated approach to promote employment and address irregular migration in The Gambia, Guinea and Guinea-Bissau’ (YDLA) and ‘Supporting Local Economic development in in The Gambia, Guinea and Guinea-Bissau’ (SLED), the project’s intervention aims at focusing on youth employment specifically around rural and border areas, which are at a particular disadvantage compared to other areas, and where the youth is significantly more fragile and prone to irregular migration.</p>
<b>Objective</b>
<p>With this three-year project, IOM proposes to enhance the socio-economic development and intra-regional mobility of the four countries’ rural areas through youth-driven programs.</p> <p>Specifically, IOM will address safe mobility within and across the countries, matching labour demand and supply to support youth employment and income generation, by achieving the following outcomes:</p> <ol style="list-style-type: none"><li>1. Governments adopt evidence-based policies and strategies in labour migration governance.</li><li>2. Youth across countries find job opportunities in identified strategic economic sectors, especially those in rural and border-areas.</li></ol> <p>To achieve the second outcome, <b>IOM is looking for an implementing partner that will support reinforcing the capacities of youth in OiO, Bafata and Gabú through entrepreneurship trainings and coaching sessions, and providing financial support to 200 entrepreneurs.</b></p>
<b>Proposed interventions</b>
<p>Activity 2.1.1. Conducting entrepreneurship trainings and coaching sessions for 200 beneficiaries</p> <p>Activity 2.1.2. Providing financial support to 200 entrepreneurs in Oio, Gabú and Bafatá regions</p>

Overarching Outcomes:
<b>Outcome 2:</b> Youth across countries find job opportunities in identified strategic economic sectors, especially those in rural and border areas.
Expected results
<b>Output 2.1.</b> Youth across countries have access to the technical and financial resources to improve their employment and income-generating status.
Impact
<ul style="list-style-type: none"> <li>• 70% of youths benefitting of tailored job opportunities in targeted areas</li> <li>• 200 youths received trainings/coaching on entrepreneurships (technical and business plan)</li> <li>• 200 business activities enhanced for youth in target areas</li> </ul>
Partnerships and collaboration
??
Proposed timeline:
October 2024 – April 2026 (19 months)
Qualification and experience
<ul style="list-style-type: none"> <li>• Excellent understanding of Guinea Bissau’s socio-economic landscape, education and migration context, and youth and labour market</li> <li>• Excellent experience engaging with youth and crafting youth engagement and community development activities</li> <li>• Strong experience and track record in analyzing and drafting research and policy reports, preferably for governments and international organizations, and in the area of international migration;</li> <li>• Previous experience in liaising with different stakeholders including governments, International Organizations, the private sector, training and education institutions and civil society representatives.</li> <li>• Excellent time management skills and ability to produce outputs as per agreed deadlines.</li> <li>• Proficiency in English and Portuguese and good analytical, drafting and editing skills.</li> </ul>
Submission of the project proposal
Please send your application in response to this email, to <a href="mailto:procurementdkr@iom.int">procurementdkr@iom.int</a> and copy <a href="mailto:fkemoko@iom.int">fkemoko@iom.int</a>
Place and deadline for submission of the project
9 October, 18:00 GMT.

**Implementing Partners General Information Questionnaire**

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

Call for Expressions of Interest Reference number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

**A. BACKGROUND AND GOVERNANCE**

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. 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), etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization's management or ownership have any affiliation to IOM that would result in a conflict of interest?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

**B. ORGANIZATIONAL STRUCTURE**

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff work in the country office/programme?	

Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
<b>C. EXTERNAL ENGAGEMENT AND INFLUENCE</b>	
<b>Networks and coordination</b>	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
<b>Information and advocacy</b>	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
<b>C. PROGRAMMATIC CAPACITY</b>	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
<b>Does the organization:</b>	
Uphold and abide by the <a href="#">humanitarian principles</a> ?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	



Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	
<b>D. FINANCIAL CAPACITY</b>	
What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
<b>Accounting system</b>	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
<b>Financial control</b>	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	

Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Does the organization have a project accounting solution in place to facilitate related controls?	
<b>Cost effectiveness</b>	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
<b>E. PROCUREMENT AND SUPPLY CHAIN CAPACITY</b>	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
<b>Procurement</b>	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
<b>Asset and warehouse management</b>	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

\_\_\_\_\_

(Signature)

Name:

Position Title:

Date: