

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ RO22-652**

Date: 01 December 2022

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Services For Final External Evaluation for a Joint Programme “Addressing Drivers And Facilitating Safe, Orderly And Regular Migration in The Contexts Of Disasters And Climate Change in the IGAD Region”**

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation 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:

Signature: \_\_\_\_\_  
*sotieno*

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<b>21 December 2022 at 23:59hrs Nairobi Time (EAT)</b> If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: RONairobiProcurement@iom.int</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 8MB</li> <li>▪ Mandatory subject of email: RFQRO22-652 Services for Final Evaluation for MDCC</li> <li>▪ 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."</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	ALL BIDS SHOULD BE IN ENGLISH LANGUAGE
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation 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"/> Other <b>Company Profile, documents (final reports and visual presentations/briefs with similar services provided (max 5)</b>
Quotation validity period	Quotations shall remain valid for <b>60 (Sixty)</b> 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 <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: SHEILA OTIENO E-mail address: sotieno@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
Clarifications	Requests for clarification from bidders will not be accepted any later than 11 days before the submission deadline. Responses to request for clarification will be communicated through the Website by 14 December 2022
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other <b>Most Technically Compliant Offer</b>
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <b>The commissioning agencies abides by the norms and standards of UNEG and expects all evaluation stakeholders to be familiar with the ethical conduct guidelines of UNEG and the evaluator(s) with the UNEG codes of conduct as well.</b>
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	<b>Service Agreement Contract</b>
Expected date for contract award.	23 January 2023
Policies and procedures	This RFQ 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 <a href="http://www.ungm.org">www.ungm.org</a> . 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

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### FINAL EXTERNAL EVALUATION FOR A JOINT PROGRAMME

#### **“ADDRESSING DRIVERS AND FACILITATING SAFE, ORDERLY AND REGULAR MIGRATION IN THE CONTEXTS OF DISASTERS AND CLIMATE CHANGE IN THE IGAD REGION”**

**Commissioned by:** the Participating UN organizations (PUNOs) and: the International Organization for Migration (IOM), the International Labour Organization (ILO), the Platform on Disaster Displacement (PDD) (hosted under United Nations Office for Project Services (UNOPS), the United Nations High Commissioner for Refugees (UNHCR), as well as the programmes’ key partners the Intergovernmental Authority on Development (IGAD) Secretariat including IGAD Climate Prediction and Application Centre (ICPAC).

**Managed by:** An Evaluation Management committee consisting of representatives from each agency, particularly the members of the Technical Working Group of the programme.

#### **Evaluation context**

The Intergovernmental Authority on Development (IGAD) is one of the eight Regional Economic Communities of the African Union, comprising the Member States (MS) of Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. It is home to more than 230 million people whose livelihoods and income are predominantly linked to agriculture. The IGAD region is one of the most diverse regions in the world, including areas of economic growth and investment on the one hand, and areas prone to violent conflict, political instability, humanitarian crises, and disasters linked to the adverse effects of climate change and environmental degradation on the other.

The different forms of human mobility (displacement, migration and planned relocation) to, from and within the IGAD region reflect the range of complex drivers and structural factors that often compel people to leave their country or homes of origin. The main, and overlapping, drivers of human mobility include disasters linked to natural hazards, environmental degradation, the adverse effects of climate change, conflict, food insecurity, lack of employment opportunities and decent work, loss or vulnerability of livelihoods and the search for better economic opportunities. Individual decisions on migration are often based on a combination of economic, political, social, demographic and environmental drivers coupled with personal and household characteristics such as age, gender and education.

In the African continent, the IGAD region is considered one of the most vulnerable to climate variability and change and two thirds of the region are arid or semi-arid. It regularly faces a wide range of natural hazards leading to displacement and other forms of human mobility, most commonly severe droughts and floods, but also landslides, earthquakes, and tropical cyclones, as well as slow-onset climate change effects, such as sea level rise, environmental degradation, and changing rainfall variability.

In light of the projected population growth, with continued environmental change and degradation, and an increase in the frequency and/or intensity of disasters associated with climate change, it is anticipated that the number of people compelled to move and of people at risk of displacement will increase. The potential positive role that labour migration can play in climate change adaptation is at times weakened by the lack of

linkages and coherence between migration and labour market policies and practices, a lack of labour market information, including on labour migration, skills mismatches affecting nationals and migrants. There is a lack of regular migration pathways including labour migration channels, especially for low-skilled migrants and refugees from rural communities in the region. Despite the challenges, there is growing recognition of the potential of labour mobility and transition towards green economies as adaptation and mitigation measures to climate change.

**The overall objective of this joint programme was to contribute to facilitating pathways for regular migration in the IGAD region and minimizing displacement risk in the context of climate change, environmental degradation and disasters in line with the vision and guiding principles of the Global Compact for Safe, Orderly and Regular Migration (GCM).** In particular, the joint programme aimed to strengthen regional and national migration governance, including labour migration, in the context of the adverse impacts of climate change and environmental degradation through different actions that each address the relevant objectives of the GCM and contribute to the implementation of other relevant international instruments, notably Target 10.7 under Sustainable Development Goal 10, the 2015 Paris Climate Change Agreement under the United Nation Framework Convention on Climate Change (UNFCCC) and the Sendai Framework for Disaster Risk Reduction 2015-2030.

This was aimed to be achieved through addressing needs and gaps in I) DATA AND KNOWLEDGE; II) NATIONAL AND REGIONAL POLICY FRAMEWORKS; III) DISASTER DISPLACEMENT PREPAREDNESS and IV) REGULAR MIGRATION PATHWAYS.

#### **PILLAR I: DATA AND KNOWLEDGE**

**OUTCOME 1: National Governments in the IGAD region have enhanced access to quality data and evidence on disaster displacement risk and on other forms of human mobility**

- OUTPUT 1.1: Methodologies and models to assess disaster displacement risk are available for IGAD, ICPAC, Member State Governments and other relevant stakeholders
- OUTPUT 1.2: A decision-making model and relevant data collected in the IGAD Region are available and interoperable
- OUTPUT 1.3: IGAD and ICPAC have enhanced capacities on the links between migration, displacement, climate change, disasters and environmental degradation

#### **PILLAR II: NATIONAL AND REGIONAL POLICY FRAMEWORKS**

**OUTCOME 2: National Governments in the IGAD region have included human mobility considerations in the context of disasters, climate change and environmental degradation across relevant policy areas**

- OUTPUT 2.1: National Governments and IGAD have evidence & enhanced capacities to include human mobility considerations, including the specific vulnerabilities of women and children, in national and regional policies, strategies and action plans that pertain to migration, climate change and disasters

#### **PILLAR III: DISASTER DISPLACEMENT PREPAREDNESS**

**OUTCOME 3: National Governments in the IGAD region and IGAD have enhanced their preparedness and operational readiness to respond to cross-border disaster-displacement**

- OUTPUT 3.1: National Governments and Local Authorities in the IGAD region have skills, tools and capacity to prepare for cross-border disaster-displacement
- OUTPUT 3.2: Standard Operating Procedures (SOPs) on admission and stay have been put to practice and tested in simulation exercises

#### **PILLAR IV. REGULAR MIGRATION PATHWAYS**

**OUTCOME 4: Migrants affected by the adverse impacts of disasters and climate change in the IGAD region have enhanced pathways for regular migration and access to protection services in accordance with international, regional and domestic law**

- OUTPUT 4.1: Migrants and affected communities have improved knowledge about their rights and obligations under national laws and procedures including available forms of protection
- OUTPUT 4.2: National Governments and Local Authorities in the IGAD region have strengthened guidance, tools and capacities on the application of International and Regional Refugee law and other protection instruments in the context of disasters and climate change and human mobility situations in the IGAD Region

**OUTCOME 5: Migrants and climate affected communities have improved access to sustainable livelihood and green job opportunities that prevent displacement and forced migration in climate and disaster affected areas in the IGAD region**

- OUTPUT 5.1: Migrant communities affected by the adverse impacts of climate change in the IGAD region contribute to green economy policy development
- OUTPUT 5.2: Evidence is available on how to support local labour markets and green entrepreneurship in climate change and disaster-prone areas in the IGAD region
- OUTPUT 5.3: Green jobs, enterprises and value-chain intervention models for employment generation and skills development designed and implemented in the IGAD region

**Evaluation purpose and objective**

This final evaluation is being conducted to assess the overall performance of the joint programme and to assess to what extent intermediate results (outcomes) were achieved and how effective and sustainable they are towards realizing the overall project objective. It will highlight lessons learnt and good practices, and provide recommendations for future programming, specifically the planned phase II of the programme<sup>1</sup>.

This final evaluation is being conducted for use of the different programme stakeholders, as follows:

INTENDED USERS	PURPOSE OF USE
Migration MPTF Steering Committee and the Fund Management Unit – donor phase I	Assess the achievements of the programme
JP Steering Committee	Assess accountability <sup>2</sup> and achievement of the programme
JP Steering Committee and Technical Working Group	Build upon and improve the implementation of the programme interventions in the phase II of the programme.
National and local governments in the IGAD region	Assess the relevance and accountability of the interventions in support of national and local development interventions
Participating UN Organizations	Enhance visibility of lessons learnt and best practices taken by the programme and design future interventions based on these lessons and practices.

<sup>1</sup> Partners are commencing resource mobilization for phase II, and map potential donors.

<sup>2</sup> Accountability is defined as “the obligation to demonstrate that work has been conducted in compliance with agreed rules and standards or to report fairly and accurately on performance results vis-à-vis mandated roles and/or plans. This may require a careful, even a legally sound, demonstration that the work is consistent with the contract terms”

Local communities engaged with the programme	Understand the results, lessons learnt and best practices generated in their communities through the programme
Other Project Stakeholders	Understand the achievements, lessons learnt and best practices generated by the programme
General audience interested in evaluations	Receive information about the evaluation methodology and use

The evaluation is a requirement as part of the support from the Migration Multi-Partner Trust Fund (MMPTF).

### Evaluation scope

The final external evaluation is summative in nature, it will be conducted at the end of the programme, acknowledging that all interventions might not be fully completed at the time of the evaluation.

The Final evaluation will cover the following:

- 1) Programme duration 18 February 2021 – May 2023.
- 2) All phases and pillars of the programme.
- 3) The geographical coverage: IGAD region from the regional perspective, and particularly countries where local interventions took place such as Kenya, Somalia, Ethiopia, Uganda.
- 4) The following GCM PRINCIPLES<sup>3</sup> are to be considered throughout the evaluation, particularly a, f, g, h, i and j:
  - a. People-centred;
  - b. International cooperation;
  - c. National sovereignty;
  - d. Rule of law and due process;
  - e. Sustainable development / 2030 Agenda;
  - f. Human rights;
  - g. Gender-responsive;
  - h. Child-sensitive;
  - i. Whole-of-government approach; and
  - j. Whole-of-society approach.
- 5) Focus on ensuring use of the evaluation.
- 6) Include recommendations that are SMART.
- 7) Include a section on lessons learnt and good practices.
- 8) Provide an evaluation report, and visibility materials aligned with the programme branding.

### Evaluation criteria

This final evaluation will focus on the following evaluation criteria by Organisation for Economic Co-operation and Development / Development Assistance Committee (OECD/DAC): Relevance, coherence, effectiveness and efficiency. It will also assess the progress towards sustainability and impact. However, the programme is a pilot in nature and the focus of the evaluation will be on overall performance, the relevance and achievements towards the intended results.

<sup>3</sup> UN (2019). A/RES/73/195 Global Compact for Safe, Orderly and Regular Migration  
<https://migrationnetwork.un.org/sites/g/files/tmzbd1416/files/docs/gcm.pdf>

## Evaluation questions

The main questions that the evaluation seeks response to is “How well did the programme perform towards enhancing the implementation of the GCM, while aligning with the GCM principles?”

EVALUATION CRITERIA	EVALUATION QUESTIONS
Relevance	<p>Were the project activities and outputs well designed, valid and consistent with the intended outcomes and objective?</p> <p>To what extent different stakeholders, particularly migrants and affected communities were engaged in the design of the programme interventions?</p> <p>To what extent did the activities and outputs take into account the policies and priorities of the IGAD and its Members states?</p>
Coherence	<p>To what extent was the intervention consistent with international frameworks, particularly the GCM, but also the Paris Agreement, Sendai Framework, Nansen Initiative and the ILO Just Transition Guidelines among others?</p> <p>Do synergies exist with other interventions in the IGAD region carried out by intervention partners, and other actors? If yes, how these could be scaled up in phase II?</p>
Effectiveness	<p>Have the outputs and outcomes been achieved in accordance with the stated plans?</p> <p>What were the major factors, internal and external, influencing the achievement of the intervention’s desired outcomes?</p> <p>To what extent were the relevant stakeholders reached as expected, and are they satisfied with the results of the interventions?</p>
Efficiency	<p>How well were the resources (funds, expertise and time) being converted into results?</p> <p>Were the interventions implemented in the most efficient way (time and fund) and to the planned scope?</p>
Sustainability	<p>Do IGAD and its Member States (national/local levels) have any plans and/or structures to continue making use of the services/products produced?</p> <p>To what extent were the IGAD Member States and other relevant stakeholders engaged in the interventions?</p> <p>Which components of the programme should be scaled up to enhance sustainability?</p>



Impact	What significant change(s) does the intervention bring or is expected to bring for IGAD MS on GCM implementation, whether positive or negative, intended or unintended?
GCM principles (Human Rights / Gender responsive / Child Sensitive/ Whole of Government / Whole of Society / People-Centered)	<p>Were the project activities and outputs well designed, valid and consistent with the GCM principles?</p> <p>To what extent was the intervention consistent with international frameworks, particularly the GCM?</p> <p>To what extent the interventions incorporated the GCM principles, and advanced the enjoyment of human rights by relevant rights-holders; gender equality and empowerment of women and girls; and children's rights and meeting their needs?</p> <p>To what extent were the GCM principles (Human Rights / Gender responsive / Child Sensitive/ Whole of Government / Whole of Society / People-Centered) incorporated into the project cycle (design, implementation, monitoring and reporting)?</p> <p>To what extent did the programme management structure reflect and align with these GCM guiding principles? Are there lessons learned and/or good practices that can be identified?</p> <p>Which components of the programme should be scaled up to enhance advancement of the GCM principles?</p>

### Evaluation methodology

In coordination with the Evaluation Management committee and the Reference Group, the evaluator will develop a detailed methodology for the evaluation, including quantitative and qualitative methods and tools. The methodology of the evaluation will be proposed by the evaluator through the inception report, and the following elements are to be included in the methodology:

- Design of the evaluation, preferably explanatory, which seek to develop cause and effect relationships of the interventions conducted in achieving the expected results.
- Data collection methods, such as mixed methods can be utilized for data collection from multiple sources to respond the evaluation questions.
- Cultural contexts are to be considered, i.e. locally accepted data collection methods (e.g. tools such as storytelling, folklore, talking circles/campfires, music, dance and oral traditions).
- Data collection tools which will be developed in English and translated by the evaluator, based on needs. Interpreters can support interviews with stakeholders when required, as per the decision of the evaluator and in compliance with the conditions set below.
- Physical data collection to be conducted in Kenya (Turkana, Nairobi), Somalia (Mogadishu), Ethiopia (South Wollo, Addis Ababa) and areas to be discussed.
- Review and analysis of programme related documents such as proposals, reports and documents (i.e., written outputs such as policy reviews, tools, standard operating procedures, activity reports), as well as relevant policy documents in the region.)

- Consist of a clear description of sampling and data analysis.
- Users and stakeholders of the evaluation are to be engaged in the evaluation process, through online or physical interventions in the IGAD region.

#### Ethics, norms and standards for evaluation

The evaluation must follow IOM Data Protection Principles, UNEG Norms and Standards for evaluations and relevant ethical guidelines.

The commissioning agencies abides by the [norms and standards](#) of UNEG and expects all evaluation stakeholders to be familiar with the [ethical conduct guidelines](#) of UNEG and the evaluator(s) with the [UNEG codes of conduct](#) as well.

#### Evaluation deliverables

The following deliverables are to be provided:

- Inception report (inclusive of evaluation matrix, methodology and data collection tools);
- Draft evaluation report submitted for comments;
- Presentation or brief of the initial findings;
- Online workshop for evaluation users to present the initial findings and collect further inputs;
- Evaluation report;
- Presentation of evaluation report;
- Visual Evaluation brief;
- Management response, partially filled out (template will be provided by IOM);
- Webinar for external audience.

All deliverables need to be aligned visually with the programme branding.

#### Specifications of roles

##### Evaluation Management committee:

- Evaluation Management committee consisting of representatives from each partner agency, particularly the members of the Technical Working Group of the programme.
- Provide evaluators with timely access to all relevant documents, and facilitate the initial preparations including identifying relevant stakeholders and organizing the agenda.
- Manage the evaluation process including feedback and comments to the inception report, evaluation matrix and draft evaluation report.
- Complete the management response to the evaluation to address issues or challenges flagged by the evaluator.
- Support the creation of a Reference group who provide different perspectives and knowledge on the subject as well as evaluation expertise.

##### Reference group:

- Reference Group consists of partner agencies' M&E specialists, and possibly implementing partner agencies' M&E specialists.

- Share inputs on the evaluation design to enhance its relevance.
- Review, provide inputs and accept the inception report, preliminary findings and the final report to enhance their validity.
- Participate in drafting recommendations to enhance their feasibility, acceptability and ownership.
- Provide support at any point during the evaluation process when needed.

#### The evaluator:

- Design the evaluation methodology, and data collection tools.
- Prepare for and carry out data collection and analysis and delivering the products outlined in the deliverables section. The Evaluator will be responsible for leading the process and compiling the draft and final versions of each product.
- With support from the Evaluation Management Committee coordinate with stakeholders for the data collection.
- Provide periodic feedback as needed to the Evaluation Management Committee on progress and any challenges faced.
- Ensure that programme stakeholders and relevant users are engaged in the evaluation process.
- Present on the initial findings and tentative conclusions, through the documents as well as through an online workshop. This will allow for any obvious oversights, misinterpretations, or information gaps to be identified and addressed before the evaluator begins drafting the full report.
- Engage the Evaluation Management Committee and the Reference Group in drafting evaluation recommendations, ensuring the recommendations are SMART.
- Draft and revise the final report and evaluation brief and presentations, in coordination with the Evaluation Management Committee and the Reference Group.
- Facilitate an online debriefing for the programme stakeholders and general audience to present conclusions of the evaluation and lessons learnt.
- Ensure the final report is publishable, follows the branding guidelines and has gone through an editorial process.

#### Time schedule

Activity	Responsible party	Timing
Briefing call with the Evaluation Management committee	Evaluation Management committee	Jan 2023
Inception report	Evaluator	By 30 <sup>th</sup> Jan
Review of the inception report	Evaluation Management committee & Reference group	By 11 <sup>th</sup> Feb
Revision of the inception report	Evaluator	By the end of Feb
Data collection and analysis - secondary data	Evaluator	By 10 <sup>th</sup> March
Data collection and analysis - primary data online	Evaluator	By the end of March

Data collection and analysis - primary data - physical	Evaluator	By the end of April
Draft evaluation report submitted for comments	Evaluator	By the end of April
Presentation or brief of the initial findings and an online workshop for evaluation users	Evaluator	By the end of April
Review of the evaluation report	Evaluation Management committee & Reference group	By 7 <sup>th</sup> May
Revision of the evaluation report	Evaluator	By 15 <sup>th</sup> May
Final comments on the evaluation report	Evaluation Management committee & Reference group	By 17 <sup>th</sup> May
Evaluation report and presentation of evaluation report	Evaluator	By 18 <sup>th</sup> May
Visual Evaluation brief	Evaluator	May
Management response	Evaluator	May
Webinar for external audience.	Evaluator	May

### Evaluation budget

The overall estimated budget of the evaluation is **70,000 USD** which should cover all the necessary actions needed for completing the evaluation and for full provision of the deliverables, including fees, travel, logistics, equipment, data collections and communications.

### Technical evaluation of the Quotations

Criteria		Score
<b>1. Specific experience of the Service Providers relevant to the assignment [Max 20 points]</b>		
1) Similar <b>experience</b> in terms of the scope, methodological and subject matter, i.e. <ul style="list-style-type: none"> <li>IGAD region;</li> <li>Migration-Disasters-Climate Change thematic area, including data, policy, preparedness and green economy interventions;</li> <li>Global Compact for Migration;</li> </ul>	<b>5 or more</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	10
	<b>2 or 4</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	5
	<b>1 or No</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	0

<ul style="list-style-type: none"> <li>• Use focused evaluation;</li> <li>• Conduction of data collection with mixed-method methodologies, including locally accepted data collection methods, in East and Horn of Africa).</li> </ul>		
2) The sample of written work provided demonstrates <b>strong writing and analytic skills</b> .	<b>Strong</b> writing and analytic skills	10
	<b>Fair</b> writing and analytic skills	5
	<b>Poor</b> or <b>insufficient</b> writing and analytic skills.	0

Criteria		Score
<b>2. Adequacy of the proposed approach and operational plans in response to the Terms of Reference: [Max 50 points]</b>		
1) Proposal <b>properly addresses the scope and requirements</b> of the assignment as defined in the ToR.	The proposal <b>fully addresses</b> the scope and requirements outlined in the ToR, showing <b>excellent understanding</b> of the <u>subject matter</u> , the <u>required processes</u> and the possible challenges of data collection in the designated areas.	10
	The overall operational deployment plan <b>adequately addresses</b> the scope and requirements outlined in the ToR, showing <b>moderate understanding</b> of the subject matter, the required processes and the possible challenges of data collection in the designated areas.	5
	The overall operational deployment plan <b>poorly addresses</b> the scope and requirements outlined in the ToR, showing <b>poor understanding</b> of the subject matter and the required processes.	0
2) <b>Completeness and feasibility</b> of the plans proposed.	<b>More than adequate</b> definition of activities, timelines and deliverables consistent with required duration as outlined in the ToR.	10
	<b>Adequate</b> definition of activities, timelines and deliverables consistent with required duration as outlined in the ToR.	5
	Timelines are <b>unrealistic</b> and/or deliverables and activities are <b>inconsistent</b> with the ToR.	0

3) Identify the most efficient and effective <b>methodologies</b> to achieve the purpose of the evaluation, including considering cultural contexts	<b>More than adequate</b> understanding of needs and feasibility of methodologies, including considering cultural contexts	10
	<b>Adequate</b> understanding of needs and feasibility of methodologies, including considering cultural contexts	5
	<b>Insufficient</b> understanding of needs and feasibility of methodologies, including considering cultural contexts	0
4) Clearly demonstrates how <b>users and stakeholders</b> of the evaluation are to be engaged in the evaluation process	<b>More than adequate</b> understanding of use focused evaluation and clearly defines how users and stakeholders can be engaged throughout the process.	10
	<b>Adequate</b> understanding of use focused evaluation and clearly defines how users and stakeholders can be engaged throughout the process.	5
	<b>Insufficient</b> understanding of use focused evaluation and clearly defines how users and stakeholders can be engaged throughout the process.	0
5) Consist of a clear description of how sampling and data analysis will be derived.	<b>Yes</b>	5
	<b>No</b>	0
6) The bid includes a quality assurance plan.	<b>Yes</b>	5
	<b>No</b>	0

Criteria		Score
<b>3. Key professional staff qualifications and competence for the assignment: [Max 30 points]</b>		
1) Overall <b>team expertise and experience</b> in conducting <b>migration, disasters and climate change related research/evaluations</b>	A <b>very good</b> level of expertise and experience in <b>conducting migration, disasters and climate change related research/evaluations</b> is present across the various members of the proposed team.	5
	A <b>fair</b> level of expertise and experience in <b>conducting migration, disasters and climate change related research/evaluations</b> is present across the various members of the proposed team.	3
	<b>Insufficient</b> level of expertise and experience in <b>conducting migration, disasters and climate change related research/evaluations</b> is present across the various members of the proposed team.	0

2) Overall team expertise and experience in conducting <b>use focused evaluations</b>	A <b>very good</b> level of expertise and experience in <b>use focused evaluations</b> is present across the various members of the proposed team.	5
	A <b>fair</b> level of expertise and experience in <b>use focused evaluations</b> is present across the various members of the proposed team.	3
	<b>Insufficient</b> level of expertise and experience in <b>use focused evaluations</b> is present across the various members of the proposed team.	0
3) Overall expertise and experience in the application of <b>mixed-method methodologies in migration research/evaluation.</b>	A <b>very good</b> level of expertise and experience in the <b>application of mixed-method methodologies in migration research/ evaluation</b> is present across the various members of the proposed team.	5
	A <b>fair</b> level of expertise and experience in the <b>application of mixed-method methodologies in migration research/ evaluation</b> is present across the various members of the proposed team.	3
	<b>Insufficient</b> level of expertise and experience in the <b>application of mixed-method methodologies in migration research/ evaluation</b> is present across the various members of the proposed team.	0
4) <b>Team composition and capacity to conduct data collection</b> (looks at adequacy of team size, overall team composition and balance, level of involvement of the various team members)	The proposed team is in general of <b>adequate</b> size, includes all relevant professional figures needed in a balanced organigram and each team member will dedicate a sufficient amount of time to the study.	5
	Team size, composition and level of involvement of team members are <b>fair</b> but some minor gaps are present.	3
	Team size, composition and/or level of involvement of team members is <b>insufficient</b> for the successful delivery of the assignment.	0
5) The team member(s) has relevant <b>language</b> skills.	Team has <b>sufficient</b> language skills for the successful delivery of the assignment.	5
	A <b>fair</b> level of language skills for the successful delivery of the assignment.	3
	Team has <b>insufficient</b> language skills for the successful delivery of the assignment.	0

6) The team has relevant <b>knowledge of IOM</b> , migration and/or the United Nations system.	Team has <b>sufficient</b> knowledge for the successful delivery of the assignment.	5
	A <b>fair</b> level of knowledge skills of IOM/UN for the successful delivery of the assignment.	3
	Team has <b>insufficient</b> knowledge skills of IOM/UN for the successful delivery of the assignment.	0

The minimum technical score required to pass is: **65 Points**

## ANNEX 2: QUOTATION SUBMISSION FORM

*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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>4</sup>

Please attach the latest vendor information sheet to be filled in and signed by the vendor

### BIDDER'S DECLARATION OF CONFORMITY<sup>5</sup>

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.

<sup>4</sup> [Vendor Information Sheet.xlsx](#)

<sup>5</sup> 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 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.
<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 <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a 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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

#### 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.		
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)				
<b>Total</b>				

#### 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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>