IOM Mission – Ukraine

***Call for Expression of Interest***

UA-2023-5529 - “Pre-selection of Implementing Partners for Shelter Activities “

**1.** ***Timeline***

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| --- | --- |
| Call for Expression of interest ID # | UA-2023-5529 |
| Posted (date) | May 23, 2023 |
| Clarification Request Deadline | not later than 3 days before Application Deadline |
| Application Deadline | Jun 19, 2023, COB |
| Notification of Results | within the four weeks after the Application Deadline |
| Period of potential engagement of Implementing Partners into the implementation | 12 months engagement period |

**2.** ***Locations***

Project activity will be implemented in the following locations:

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| --- | --- |
| Eastern area | Donetska, Kharkivska, Dnipropetrivska, Luhanska Oblast |
| Central area | Vinnitska, Kirovohradska, Poltavska, Cherkaska Oblast |
| Southern area | Zaporizka, Khersonska, Mikolaivska, Odeska Oblast |
| Western area | Lvivska, Ternopilska, Ivano-Frankivska, Khemlintska, Rivnenska, Volinska, Chernivetska, Zakarpatska Oblast |
| Northern area | Zhitomirska, Kyivska, Chernihivska, Sumska Oblast |

IOM reserves the right to amend the list of locations based on the security considerations, Donor’s requirements and any other factors that may change during project implementation.

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

The planned activity is linked to the distribution of solid fuel, heating appliances, emergency shelter items, provision of technical supervision, conduction of repair of the houses, rehabilitation of social institutions, assessments of needs and activity monitoring. Activities under this CEI are linked with humanitarian assistance to vulnerable populations.

**4.** ***Issuing Agency***

International Organization for Migration (IOM), Mission in Ukraine

**5.** ***Project Background***

Russian’s full-scale invasion triggered a large-scale humanitarian crisis displacing over 13.6 million people within just three months. As of 23 January 2023, IOM estimates 5.4 million IDPs are displaced across Ukraine (IOM Ukraine Internal Displacement Report, Round 12). While the overall displacement figures remain high, nearly 29 % of IDPs are considering relocation to their communities of origin. Many returns are to Kyiv and the northern region (10%, per Ukraine Return Report, December 2022), as well as increasingly other parts of the country. A lot of people face significant difficulties, such as finding accommodation, lack of funds to purchase necessities, medicines, hygiene items, clothing, bedding, and other household items. In addition, many people lost their homes, property, and jobs as a result of the military actions. Now most people are forced to rely on social assistance or support from humanitarian organizations.

In this context, IOM is providing a wide range of shelter assistance across Ukraine, including the provision of solid fuel and winterization support, repairs of houses, health facilities and educational establishments, provision of emergency shelter materials, vouchers and cash for shelter provision and provision of electrical support among others. These activities are implemented both directly by IOM and through partnerships with other organizations.

**6.** ***Expected Results***

IOM in partnership with Implementing Partners (IPs) plans to cover the needs in humanitarian assistance of vulnerable population by distribution of solid fuel, heating appliances, emergency shelter items, provision of technical supervision, conduction of repair of the buildings, rehabilitation of social institutions, assessments of needs and monitoring of the implementation. Thus, activities in the sector would significantly improve the ability of benefitting entities and households (HHs) to meet their basic humanitarian shelter needs.

Considering the humanitarian approach, IOM announces this Call for Expression of Interest (CEI) to Implementing Partner(-s) among qualified Non-Governmental Organizations (NGOs) for further implementation of IOM projects, hereinafter referred to as the “Activities”, targeted at providing a robust response to the needs of conflict-affected communities and population as described above.

**7.** ***Indicative Budget***

The pre-selection IPs are requested to clearly indicate amount of monthly salary (including all taxes and payments) of the following personnel to be potentially engaged into the project implementation:

* Project Manager
* Accountant
* Field Assistant (for distributions, monitoring, etc.)
* Project Assistant
* Civil Engineer
* Warehouse Assistant

The detailed budget is not requested at this stage of pre-qualification.

8. *General Conditions*

* 1. It is expected that pre-qualified IPs would be able to identify the needs per activity and arrange access to the areas and benefitting entities/HHs for further implementation of activities stated in this CEI.
  2. The selected “Implementing Partner(-s)” shall perform the Activities according to the Terms of Reference (Annex 1 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 10) after final confirmation of project implementation specifics.
  3. The organizations responding to this call need to demonstrate their capacity to implement program activities as indicated in ToR (Annex 1).
  4. All Implementing Partner(-s) will receive written notification, within the four weeks after the deadline for the submission of CEI application documents, 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.
  5. IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.
  6. 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.
  7. In case the Implementing Partner(-s) has an existing agreement with IOM, the proponents shall not be asked to sign an agreement that would conflict with their prior or current obligations to other IOM projects or that may place them in a position of not being able to carry out the responsibilities in the best interest of the IOM.

9. *Eligible Proponents*

* 1. Proponents should be Non-Governmental Organizations (NGO) registered with the appropriate government agencies and shall be able to implement humanitarian activities in the locations indicated in Chapter 2. Proponents must submit copies of their government registration documents.
  2. As a minimum requirement, the Implementing Partner(-s) should have majority of their key professional staff have at least two years of relevant experience preferably gained in the location where the proponent intends to serve as IOM’s IP. Preference will be given to proponents whose key professional staff are on permanent employment contracts or at least have a stable working relationship with the proponent.
  3. Proponents shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, proponents shall not be included in the proscribed list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC).
  4. The documentary evidence of the proponent’s eligibility to bid shall establish to IOM’s satisfaction. IOM reserves the right to ask the proponents to submit additional documents to enable IOM to fully evaluate the eligibility of the proponents.

**10. *Evaluation of Applications and Selection Criteria***

* 1. IOM Ukraine shall determine the Application(s) that is/are most favorable to its operation.
  2. Applications of proponents who fail to submit any of the technical requirements and provisions required in this CEI and the Terms of Reference, shall not be considered for evaluation.
  3. The Application shall be evaluated based on their responsiveness to the Terms of Reference, based on the criteria and their weight below:

|  |  |  |
| --- | --- | --- |
| Criteria | Description | Weight |
| Correspondence of the proposed methods and types of activities to the project components, aims and objectives. | Relevance of proposed methodology to achieving expected results and project components aim. Detailing how activities proposed show IP understanding of project concept and deliverables. Relevant technical expertise and experience in working with a different range of stakeholders at all levels | 30 |
| Level of qualifications and competence of the professional staff involved in the project | Analysis of provided CVs of administrative as well as key project staff members | 20 |
| Proven organizational capacity for implementation of the assignment | Analysis of all resources, that NGO has for successful project implementation | 30 |
| Successful former experience in conduction of similar programs | Assessment of former implementation record including projects funded by IOM and other humanitarian actors | 20 |

* 1. Only proposals that achieve a score of 70 points (equivalent to 70%) in the first-tier evaluation (project proposal evaluation) shall be considered.

**11. *Attachments***

|  |  |
| --- | --- |
| **Document title** | **Comment** |
| Annex 1 - Terms of Reference | Provided for detailed information on the specifics of pre-selection targets |
| Annex 2 - Implementing Partners General Information Questionnaire Template | To be filled, signed, stamped, and provided to IOM |
| Annex 3 - Concept Note with Cover Letter Template | To be filled, signed, stamped, and provided to IOM  **Important! Please provide separate concept notes for each respective lot. Consolidated concept notes for both lots will not be considered** |
| Annex 4 - Vendor Information Sheet Template | To be filled, signed, stamped, and provided to IOM. It is important to add documents according to the list specified in the document |
| Annex 5 - List of staff engaged into project implementation and CVs Template | To be filled, signed, stamped, and provided to IOM |
| Annex 6 - Code of Conduct | To be filled, signed, stamped, and provided to IOM |
| Annex 7 - List of Implemented Projects Template | To be filled, signed, stamped, and provided to IOM |
| Annex 8 - IP Financial Assessment Template | To be filled, signed, stamped, and provided to IOM |
| Annex 9 - Declaration of Conformity | To be filled, signed, stamped, and provided to IOM |

*\*Template may be adjusted based on program needs*

**12. *For more information please visit IOM Ukraine webpage:*** <https://www.iom.int>

1. **Amendment of Call for Expression of Interest Documents**
   1. At any time prior to the deadline for submission of Applications, IOM, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, may modify this Call for Expression of Interest by issuing amendment(s).
   2. All prospective proponents who received the initial Call for Expression of Interest documents will be notified of the amendment in writing and will be binding on them. Amended document prevails.
   3. To allow prospective proponents reasonable time in which to take the amendment into account in preparing their Applications, IOM, at its discretion, may extend the deadline for the submission of Applications.

**14. Expression of Interest submission guidelines**

* 1. The Applications must be sent in the form of scanned copies of all the documents in pdf format to the address **smukr\_iom\_shelter\_ipsc@iom.int** before the indicated deadline – **24:00 PM (GMT +02:00) on Jun 19, 2023**.
  2. The total size of the attachment sent in a single message should not exceed 7 MB. Otherwise, files shall be uploaded to any open file sharing service (Dropbox, OneDrive, etc.) that does not require registration, and the link to download the folder with files shall be sent via email.

Please, indicate clearly in the subject line of an e-mail with the following information:

*UA-2023-5529 - Implementing Partners pre-selection for Shelter Activities - [NGO’s name]*

* 1. Applications submitted after the deadline shall not be accepted. In case Application is not accepted, the further participation of Implementing Partner(-s) will be annulled.
  2. As much as possible the Applications shall not have hand-written corrections. In case of inevitable situation that a correction must be made manually, the correction shall be counter-signed by the officer of the Implementing Partner(-s) who signed the Application.
  3. Applicants may apply for one of the several lots or for all lots. However, it is important to provide separate Concepts notes for each respective lot as they will be evaluated separately.
  4. The date and time of receipt of the email containing the electronic copy of the Application shall be used as the actual date and time of receipt of the electronic copy of the Application. In case of multiple emails containing the Application, the date and time of receipt of the first email shall be the date and time of receipt of the Application. IOM reserves the right to reject and or all of Applications received after the deadline.
  5. Implementing Partner(-s) shall submit the following signed and stamped documents to prove that they meet the minimum qualification as an organization and must submit proof that they have staff with the necessary credentials to be deployed in the project in case they are selected:

1. Annex 2 - Implementing Partners General Information Questionnaire Template
2. Annex 3 - Implementing Partners Concept Note Template (ENG, UKR)
3. Annex 4 - Vendor Sheet Template
4. Annex 5 - CV’s Template
5. Annex 6 - Code of Conduct
6. Annex 7 - List of Implemented Projects Template
7. Annex 8 - IP Financial Assessment Template
8. Annex 9 - Declaration of Conformity

Additionally, proponents are required to submit the following information about their organization:

mandatory:

- NGO Charter;

- NGO Registration documents (EDRPOU, Certificate of Registration, etc.);

- Bank account certificate;

- Non-profit certificate;

- Number of NGO constant employees;

- NGO Staff Schedule;

- Copies of financial statements submitted to the tax inspection for the last two years;

preferable:

- NGO Procurement Policy;

- NGO Monitoring and Evaluation System;

- NGO Current System of Financial Control;

- NGO Current Reporting System.

IOM reserves the right to request additional documents that may be potentially needed for evaluation based on Donor’s requirements and any other factors.

* 1. All clarification requests regarding any provision/item in Call for Expression of Interest document should be sent in writing through email to **smukr\_iom\_shelter\_ipsc@iom.int** attention: IOM Shelter IPSC at least 3 calendar days before the deadline of submission of the Application. The subject of such email shall be *UA1-2023-5529 - Implementing Partners pre-selection for Shelter Activities - [NGO’s name]*.
  2. IOM will respond in writing to requests for clarification received not later than 3 days before the deadline of the submission to Applications. IOM shall circulate to all proponents, the questions/clarification request, and its answers.
  3. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest will be matched by the capabilities, experience, knowledge, and expertise of the Implementing Partners.
  4. The Application must be submitted in the English and Ukrainian languages 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 these CEI requirements may be rejected.
  5. The Application document should comprise of the following:
  6. Cover Letter.
  7. Duly accomplished application documentation as outlined within clause 14.6 signed on all pages by the Implementing Partner’s Authorized Representative; and
  8. Any other relevant documents
  9. 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.
  10. The Implementing Partner(-s) 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.
  11. IOM on no occasion will ask an application fee from Implementing Partners.
  12. 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 the Implementing Partner application is successful.
  13. 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.
  14. The Implementing Partner by applying gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the Application.
  15. 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.

15. Corrupt, Fraudulent, Collusive and Coercive Practices

* 1. IOM requires that all IOM staff, proponents, manufacturers, suppliers, or distributors, observe the highest standard of ethics during procurement and execution of all agreements. IOM shall reject any Applications put forward by proponents or where applicable terminate their agreement, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this document, IOM defines, for the purposes of this provision, the terms set forth below as follows:

1. “Corrupt practice” means the offering, giving, receiving or soliciting directly or indirectly anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in agreement execution;
2. “fraudulent practice” is any acts or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of an agreement, to obtain a financial gain or other benefit to avoid an obligation;
3. “collusive practice” is an undisclosed arrangement between two or more Implementing Partners designed to artificially alter the results of the tender procedure to obtain a financial gain or benefit;
4. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or after the execution of an agreement.
   1. IOM will reject Application for award if it determines that the Implementing Partner(-s) recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question.

**16. Conflict of Interest**

* 1. IOM requires that all its contracts and agreements be devoid of any form of conflict of interests. IOM staff are required to disclose their affiliation with any Implementing Partner(-s) before the evaluation of the Applications is conducted. Similarly, all Implementing Partner(-s) shall disclose any affiliation they or any of their staff may have with anyone working with IOM especially those who are affiliated with either the requesting program or the Procurement Unit of the mission. Failure on the part of the proponent to do such disclosure shall be construed as a violation to the ethical standards required from proponents for this Call for Expression of Interest.
  2. All Implementing Partner(-s) found to have conflict of interests shall be disqualified to participate in this Call for Expression of Interest. Aside from the definition in 16.1 above, the following are considered form of conflict of interests:

1. If any director, member(s) of the board or any other key personnel of Implementing Partner(-s) is/are also connected in any capacity, with another Implementing Partner(-s);
2. If Implementing Partner(-s) has direct access to information within IOM, whether through an IOM staff or any other source, that gives the Implementing Partner(-s) undue advantage over the other Implementing Partner(-s);
3. If Implementing Partner(-s) has connection with key IOM staff who has significant influence on the outcome of the evaluation of the Applications in response to this Call for Expression of Interest;
4. If Implementing Partner(-s) submits more than one Application: and
5. If Implementing Partner(-s) who participated in the preparation of the terms of reference of this Call for Expression of Interest submits their own application.

**17. Period of Validity of the Applications**

17.1 Applications shall remain valid for a period of at least 45 days from the date of their opening prescribed in this document. IOM reserves the right to reject any or all bids that do not comply with this requirement.

17.2 In exceptional circumstances, prior to expiry of the validity of the Application, IOM may request the Implementing Partner(-s) to extend the period of validity of the Application for another 15 days. The request and the Implementing Partner(-s) responses shall be made in writing.

**18. Negotiations**

18.1 After the evaluation of the Applications, IOM may clarify any provisions in their Applications with the Implementing Partner(-s) and if necessary, negotiate further any provision in the Application of the Implementing Partner(-s). The aim of the negotiation is to reach an agreement on all points.

18.2 Negotiation will include: a) discussion and clarification of the project activities to be implemented within its frameworks; b) discussion and finalization of methodology and work program proposed by Implementing Partner(-s); c) consideration of appropriateness of qualifications of the personnel to be assigned to the job, and schedule of activities (staff schedule); d) discussion on the materials, facilities and data, to be provided by IOM; e) discussion and finalization of the reporting system (narrative and financial reports).

**19. Confidentiality**

19.1 Information related to Applications evaluation and recommendations regarding projects shall not be disclosed to Implementing Partner(-s) that submitted Applications or to other persons not officially related to the process. The undue use by any Implementing Partner(-s) of confidential information related to the process may result in the rejection of its application and may be subject to provisions of IOM’s anti-fraud and corruption policy.