

IOM MISSION – (IRAQ)

**CALL FOR EXPRESSION OF INTEREST (CEI)**

**Timeline**

<b>CEI Ref#</b>	22384
<b>Posted (date)</b>	30 <sup>th</sup> June
<b>Clarification Request Deadline</b>	14 <sup>th</sup> July 2024
<b>Application Deadline</b>	16 <sup>th</sup> July 2024
<b>Notification of Results</b>	7 <sup>th</sup> August 2024
<b>Period of potential engagement of the implementation partners into the implementation</b>	1 <sup>st</sup> September 2024-31 March 2025

Requests for clarification or additional information must be submitted in writing to [azkhalaf@iom.int](mailto:azkhalaf@iom.int) (copy: [kakassis@iom.int](mailto:kakassis@iom.int)) before **3:00 pm 14<sup>th</sup> July 2024**. IOM will compile all questions and respond to all organizations shortly after. To ensure transparency, IOM will not engage in bilateral discussions with organizations during the application period

Completed applications must be submitted by email to [IRAQTENDERS@iom.int](mailto:IRAQTENDERS@iom.int) under Reference No# **22384** before **05:00 pm 15<sup>th</sup> July 2024**.

**2 Locations**

Ninewa Governorate – Baaj

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

The Implementing Partner (IP) will provide specialized protection services including protection case management, protection information services, community-based protection and referrals in targeted areas of intervention. Additionally, the IP will provide legal services, focusing on civil documentation and HLP rights to enable access to government services, freedom of movement, among others. Under the project ‘Provision of protection assistance and improved access to essential services for Internally Displaced People (IDPs) in informal settlements in Iraq’ funded by ECHO; The project will contribute to preventing, reducing and mitigating protection threats for IDPs living in protracted displacement in informal settlements in Iraq with increased access to services through an integrated protection response. The project will focus on IDPs in the informal settlement in Baaj.

## 4 Project Background

The partnership aims to enhance the well-being and living conditions of IDPs in protracted displacement residing in informal settlements by increasing their access to services, specifically for women, through an integrated protection response. The project will work on decreasing the exposure to protection risks and reducing vulnerabilities by providing legal assistance, protection case management as well as other relevant protection assistance. This includes the localization of efforts through support to CSOs or non-governmental organizations NGOs in the provision of protection services.

## 5 Expected Results - REQUEST FOR PROPOSALS

Through this Call for Expression of Interest, IOM is inviting applications from women rights CSOs and national NGOs that can undertake the task of designing and providing specialized protection services and legal assistance.

The achievements can be accurately conveyed through specific indicators, emphasizing progress in protection services and community-based protection. This targeted reporting ensures clarity for IOM and underscores the commitment to addressing protection needs.

### 1. Provide specialized protection case management:

- a) Provide General Protection and Gender Based Violence (GBV) case management to survivors and individuals at risk of violence, exploitation, and abuse according to international protection principles and standards.
- b) Ensure referrals are conducted in a timely and safe manner through updated service mapping to service providers.

### 2. Protection Information Services:

- A) Information provision includes individual counselling, group sessions, and community outreach visits to raise awareness about protection risks identified by the community. Protection information provision can target individuals with specific vulnerabilities, such as households headed by women or children, and persons with disabilities (PWD) and their community. Ensuring persons in need are referred to available service providers through referrals.
- B) Increase capacity of community members on protection and specifically on women rights to address their protection needs and develop protection and safety plans that enhance the protection environment within the targeted community.
- C) Women empowerment programs include life skills and contributing to women's rights advocacy efforts.

### 3. Legal Assistance:

1. Provide direct legal assistance including representation in front of court and administrative bodies, legal counselling with focus on civil documentation, family law, and due process as well as assistance in establishing property ownership and filing compensation claims for damaged properties when applicable.
2. Provide awareness-raising activities and information dissemination services to enhance the knowledge of targeted population on matters related to civil documentation, family law, and HLP rights.
3. Provide HLP specific legal services and analysis (including an assessment and report on legal related concerns and grievances (civil documentation, HLP, family law) in the targeted location(s); and in coordination with and under the guidance of IOM, liaison with local authorities, community representatives, tribal leaders, and other relevant stakeholders regarding ongoing legal activities, and community awareness-raising on legal/HLP issues and available redress mechanisms in the targeted location).

## 6 Indicative Budget

Maximum 74,670,000 IQD

## 7 Project duration

7 months

The IP is requested to follow the below instructions during designing the budget proposal

- Lumpsum budget is not acceptable. The budget proposal should be detailed with indication of staff, office and operational costs
- The budget narrative should ensure the links between budget lines and project outputs.

Staff cost and office cost must not exceed 25% of the total budget.

- If any human resource contributed to all project outputs, it is requested to be charged under staff cost, unless it is clearly justified that this position is directly responsible for field activities, and this would need to be justified in writing and linked with the objectives and outcomes within the narrative proposal

## 8 Other information

- Target Group

Internally displaced persons, returnees, members of communities of origin, including people with disabilities, women, men, boys, and girls.

- Management and Supervision

The IP will be overseen by IOM, The IP will be under the direct management of the Protection Officer in coordination with Protection Coordinator and under overall guidance of the Head of Protection.

## 9 Eligibility criteria for this application:

- Applicant must be legally registered in and based in Iraq.
- Has a mandate to advance gender equality and women's and/or girls' empowerment, rights.
- Demonstrates accountability to women and girls, including through the coordination of community-based protection and feedback mechanisms that are tailored to women's and/or girls' needs and advances their full, equal and meaningful participation
- Applicants should have valid and relevant case management and Protection SoPs, case management forms, data protection policies in place and all case workers are trained on these tools.
- Working experience in providing legal services, including documentation restoration and HLP in the targeted location.
- Applicants must have previous experience and knowledge in providing technical supervision, mentoring, coaching to support case workers in their specialized protection services.
- Applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the program description.
- Applicants must display efficient management in the form of financial, administrative, and technical policies and procedures, and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives.
- Applicants must have an organizational PSEA policy.
- Applicants should have a good understanding and working relationships with the local communities and other relevant stakeholders in Ninewa . Applicants must be present or have prior operational experience in Ninewa.
- Sound donor reporting skills (abiding to strict data confidentiality agreements) and use of monitoring and evaluation tools.
- The proposal should demonstrate inclusiveness and respect for diversity and should take into consideration the engagement of vulnerable populations and have a gender sensitive approach.

- The applicant should be able to demonstrate sufficient staff capacity and expertise to implement the project.
- Financial capacity to pre-finance 30% of the activities.
- Adequate staff in relation to the needs required for the proposed project.
- An established outreach capability with the identified beneficiary group(s) and location(s).  
Experience working with an international non-governmental organization, or the United Nations would be an asset

9 **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> <li>• The proposal should be clear and in line with the IOM expected objectives. Target groups and indicators should be realistic and measurable.</li> <li>• Expertise and experience in developing and implementing protection and legal interventions including GBV.</li> <li>• Proven capacity and experience in delivering protection and legal services</li> <li>• Proven protection and legal technical expertise and experience in working with a different communities, including minorities and people in vulnerable situations, particularly in the targeted areas.</li> <li>• Proven experience of compliance with human rights principles such as inclusion, equality, accountability, participation, universality, etc.</li> </ul>	40
Organizational capacity	The candidate organizations should demonstrate both physical capacity (e.g. physical presence in the target areas, human resource capacity, financial condition) and technical knowledge and expertise, and experience working with vulnerable categories of individuals such as women and children.	10
Experience and Management	<ul style="list-style-type: none"> <li>• Proven experience in providing protection and legal services in the area of intervention.</li> <li>• National and Local experience, presence, and community relations;</li> <li>• Management ability;</li> </ul>	20
Clear and cost-effective budget	The cost application should include a detailed overview of all costs for proposed activities, being realistic and competitive (i.e. cost efficiency and effectiveness).	20
Other	<ul style="list-style-type: none"> <li>• Ensuring a Gender sensitive and gender mainstreaming approach, Innovative approach</li> <li>• MEAL approach and plan</li> </ul>	10

10. **Attachments**

Description	URL
ANNEX A – Terms of Reference	Attached
ANNEX B - Concept Note Template	Attached
ANNEX C – Declaration of Conformity for Partner	Attached
ANNEX D - Financial and Narrative Reporting Templates	Attached
ANNEX E - Project Implementation Agreement Template	Attached

12 For more information on this partnership opportunity, and to apply, please visit (<https://iraq.iom.int/do-business-us-procurement>)

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

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

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

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

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

For more information, please contact in writing (insert a dedicated email address with controlled access).

### Expression of Interest submission guidelines

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

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at [ [iraqtenders@iom.int](mailto:iraqtenders@iom.int) ] no later than [05:00 pm 16<sup>th</sup> July 2024]. 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

IOM Mission – (IRAQ)

IOM Call for Expression of Interest ID#:

## Implementing Partners General Information Questionnaire

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

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

### 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 <u>humanitarian principles</u> ?	
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? Des 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: