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| **Call for Expression of Interest (CEI)** |

1. ***Timeline***

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| **CEI Reference number** | TJK.PX0397 |
| **Posted (date)** | 16 September 2024 |
| **Information session for applications (online/offline)** | 20 September 2024 |
| **Clarification Request Deadline** | 25 September 2024 |
| **Application Deadline** | 30 September 2024 |
| **Notification of Results** | 10 October 2024 |
| **Implementation Start Date** | October 2024 |
| **Implementation End Date** | 30 September 2025 |

2 ***Locations***

Khatlon, Sughd, GBAO regions and DRS of Tajikistan

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

Safe Migration and Trafficking in Persons

4 ***Issuing Agency***

International Organization for Migration (IOM)

5 ***Introduction***

The International Organization for Migration (IOM) in Tajikistan, through the financial support of USAID has been implementing the project: “Tajikistan Safe Migration and Trafficking in Persons”. The Project contributes to wider efforts in Central Asia, focusing on Tajikistan, and aimed at reducing vulnerability to trafficking in persons (TIP) among vulnerable individuals, communities, and populations through the promotion of safe migration and increased access to trauma-informed, age-appropriate, gender- and culturally sensitive services. It envisions a whole-of government and whole-of society approach to Combatting Trafficking in Persons (CTIP), working to strengthen systems and address gaps in a participatory manner, working to ensure the local ownership of its achievements and results. To achieve this objective, the project focuses on three primary intended outcomes in the areas of preventing trafficking in persons, protecting victims of trafficking, and strengthening partnerships to better combat trafficking in persons.

***Project Background***

Tajikistan is a country that experiences significant outward labor migration. Migrant workers travelling abroad are exposed to risks associated with international labor migration, including trafficking in persons (TIP). The country’s economy also heavily relies on the remittances sent back by migrant workers abroad. In some cases, individuals in remittance-dependent households can become vulnerable to entering situations of exploitation and abuse when the primary wage earners are unable to send money home.

In June 2023, a new strategy for the regulation of migration processes was introduced in Tajikistan for the period up to 2040, and the Action plan for 2023-2025 was introduced with the broader approach to migration management and its strategy towards various migration issues. Further documents were also introduced such as the Decree of the President of Tajikistan on attracting foreign labor to Tajikistan and decree of the Government of Tajikistan on the State Employment Assistance Program of Tajikistan for 2023-2027.

Overall migration from Tajikistan to other countries with intention to work show 15.9 per cent decrease in 2023 (652,014) comparing to 2022 (775,578) data. The total number of 554,804 male and 97,210 female migrants registered in 2023 respectively15.2 per cent decrease in males (equal to 654,416 in 2022) and 19.8 per cent decrease in female participation in migration comparing to 2022 (121,162). Throughout the years, the main destination for Tajik migrants was the Russian Federation (over 90%), the country with which it shares a long history of interaction, including regular air links, visa-free travel, a significant Tajikistan diaspora community and many Russian speaking migrants (IHD, 2021).

Migrant workers face various vulnerabilities, including legal issues (e.g., irregular status, insufficient rights awareness), economic challenges (e.g., poor working conditions, low salaries), and socio-cultural problems (e.g., xenophobia, limited access to services). These issues are exacerbated by low education levels and limited language skills, leading many migrants to seek informal employment channels and face exploitation.

Research on trafficking in persons in Tajikistan conducted by IOM in 2017, revealed that internal trafficking affects women, who are increasingly vulnerable to sexual exploitation, and men, are coerced into forced labor. While the Government of Tajikistan has established a legislative framework to address TIP and implemented prevention mechanisms, further support is needed to reduce the vulnerability of migrants and protect their rights.

Trafficking in persons, or modern-day slavery, is a global problem with broad reach that is often underrecognized in Tajikistan. The International Labor Organization estimates that 25 million individuals around the world are victims of modern slavery in the form of forced labor and sex trafficking. Human trafficking disproportionately affects underserved women and children, with more than 70% of trafficking cases involving women and girls and more than 90% of victims trafficked into the sex industry. Human trafficking is estimated to be a $150 billion per year industry.

The Tajikistan Safe Migration and Combating Trafficking in Persons Project is designed as a multi-stakeholder initiative that will build the capacity of key civil society organizations (CSOs) and government agencies through the provision of technical and infrastructural support (e.g., grants to partners to improve shelter space, include child friendly spaces, etc.) that would promote safe migration and facilitate improved access to support services to potential, presumed and confirmed victims of TIP and other vulnerable migrants. The project will also use a systems strengthening approach to improve and expand the capacity of national victim protection actors to systematically protect identified victims of trafficking (Outcome 2). The national referral system will be enhanced to clearly describe the roles and responsibilities, procedures and standards for identifying, referring, protecting and assisting victims of trafficking in persons (Outcome 2.1), improving the capacity of government and non-governmental protection organizations and service providers to identify, refer, protect and assistance to victims of trafficking in persons (Outcome 2.2), and support referral partners to ensure that they have adequate human, financial and technical resources that will enable them to provide high-quality protection and assistance services to victims of trafficking in persons and other relevant groups (Outcome 2.3).

Local partners selected through competitive grant processes will receive a significant portion of the project budget as sub-grantees and directly implement project activities. The project’s implementation strategy will, therefore, be focused on providing technical guidance and support those grantees with the overall aim of improving their capacity to independently execute high quality CTIP activities. Emphasis within these activities will be made on innovation and technology to develop a more targeted, creative approach to partnership and around understanding and preventing TIP, as well as protecting and supporting VOTs and other vulnerable individuals.

***Objectives***

The goal of this Grant is to provide the implementing partners with adequate human, financial, and technical resources that enables them to provide high quality protection and assistance services to victims of trafficking, vulnerable and returned migrants.

Targeted grants will be provided through a competitive process to CSOs or the Implementing Partners on direct assistance in accordance with the protection system needs assessment and address any critical service-related gaps, including by providing direct support for individual assistance packages for victims/survivors of trafficking/VOTs, vulnerable migrants, and returnees in Dushanbe, Sughd, Khatlon, GBAO and DRS of Tajikistan.

6. ***Expected Results***

It is expected that the civil society organizations which provide protection and direct assistance services to the victims/ survivor of trafficking, vulnerable and returned migrants are adequately resourced. Therefore, IOM issue a call for proposals that reflects the needs and priorities identified in the protection system assessment, addresses any identified services gaps (e.g., in terms of geographical coverage, availability of services for the targeted beneficiaries and vulnerable groups.), and that reflects the views and priorities of the national referral system members. The focus of the grants will be on direct service delivery, such as provision of shelter, education and training, livelihoods, counseling, medical care, reintegration, and other direct assistance services. Up to 4 partners from each oblast and one partner from Dushanbe will be selected for small grants to support the effective delivery of these services. The selection of the partners will be on competitive process and every organization which applies for the call needs to submit all the relevant documents and information based on the mentioned criteria in the Terms of Reference (ToR).

IOM will provide targeted capacity development services to selected partners and other key service providers, using longer-term approaches in order to strengthen the technical capacity of selected grantees and service partners.

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| **Deliverables** | **Deadline** |
| Support provided to NGOs including grants for VoTs, potential and vulnerable migrants and returnees. | November 2024 |
| Trainings on TIP issues and supporting VoTs, NRM Mechanism, etc. | October 2024-September 2025 |
| Trainings on monitoring and reporting (including financial reports) | November 2024 |
|  |  |
| Awareness raising events at community level about the project, grants and assistance of VoTs, vulnerable and potential migrants and returnees | November 2024- September 2025 |

7 ***Indicative Budget***

The geographical scope covers all Tajikistan, four regions: Khatlon, Sughd, GBAO regions, Dushanbe and Districts of Republican Subordination (DRS). Each CSO will get a budget based on the submitted expression of interest, requested criteria and information.

8 ***Other Information***

IOM has a history working with a network of over 20 CSOs in Tajikistan (IOM implementing partners), including members of CTIP CSO Network, in the areas of CTIP, public health, labor migration, youth, gender, human rights, and the prevention of Domestic Violence, including through previous sub-grantee arrangements and will leverage this experience to contribute to project implementation.

The Tajikistan Safe Migration and Combating Trafficking in Persons Project is designed as a multi-stakeholder initiative that will build the capacity of key civil society organizations (CSOs) and government agencies through the provision of technical and infrastructural support (e.g., grants to partners to improve shelter space, include child friendly spaces, etc.) that would promote safe migration and facilitate improved access to support services to potential, presumed and confirmed victims of TIP and other vulnerable migrants.The projectsupports referral partners to have adequate human, financial, and technical resources that will ***enable them to provide high-quality*** protection and assistance services to victims of trafficking and other relevant groups.

Local partners selected through competitive grant processes will receive a significant portion of the project budget as sub-grantees and directly implement project activities. The project’s implementation strategy will, therefore, be focused on providing technical guidance and support those grantees with the overall aim of improving their capacity to independently execute high quality CTIP activities. Emphasis within these activities will be made on innovation and technology to develop a more targeted, creative approach to partnership and around understanding and preventing TIP, as well as protecting and supporting VOTs and other vulnerable individuals.

9 ***Selection Criteria***

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| **Name** | **Description** | **Weight** |
| **Relevance of proposal to achieving expected results** | * Relevance of proposal to achieving expected results. * Experience on the implementation of direct assistance grants to victims of trafficking, potential, vulnerable and returned migrants * Experience on TIP issues, re-integration of VoTs and vulnerable migrants. * Experience on labour migration, youth, gender, human rights, public health, prevention of domestic violence, promotion of women empowerment though income generation or livelihood activities, organization of self-help groups or saving groups at community level. * Expertise and experience on budgeting, communication, negotiation and presentation skills. * Experience on organization of different events and activities at local level. * Relevant technical expertise and experience in working with a different range of stakeholders at a national, regional and local level in establishing a youth-sensitive and gender-sensitive perspective across sectors. * Experience on coordination with regional and local level stakeholders. * Expertise and experience in developing and delivery of training programs and capacity building for CSOs, public institutions, local actors and the community. * Experience on conducting rights principles such as inclusion, equality, accountability, participation, universality, etc. | 60 |
| **Sustainability of intervention** | * Experience in partnering with key institutions related to migrants, TIP, VoTs, gender and youth participation and development. * Adequacy and clarity of the proposed budget (including contribution by the prospective CSO); * National and Local experience, presence and community relations. * Management ability. * Staff capacity. | 25 |
| **Other** | * Replicability/scalability. * Gender mainstreaming skills to apply during implementation of the programs. * Innovative approach. * Proven capacity in financial management of projects. * Good familiarity with political and social environments in the target region. * Good familiarity with the context of migration, re-integration assistance and TIP. | 15 |

10. ***Attachments***

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| **Description** |
| ANNEX A – Terms of Reference |
| ANNEX B – Implementing Partner References Checklist |
| ANNEX C – Implementing Partners General Information Template |
| ANNEX D – Concept Note Template |
| ANNEX E – Financial and Narrative Reporting Templates |
| ANNEX F – Project Implementation Agreement Template |

***For more information on this partnership opportunity, and to apply, please*** send an email to [dashurova@iom.int](mailto:dashurova@iom.int)

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. The selected implementing partner needs to be ready to develop a detailed budget based on the 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 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.

IOM invites interested organizations to participate in the information session. Please send your request for participation by **18** **September 2024 and** indicate your preferred participation format (online or offline) to the following email address: dashurova@iom.int. In the subject line, please indicate: **“CSO Grants for direct assistance to VoTs, vulnerable migrant and returnees”.**

For further information, please contact **Dilorom Ashurova, Project Activity Coordinator**, in written by sending an email to: dashurova@iom.int or **Mohira Fayzulloeva, National Project Officer** at: m[fayzulloeva@iom.int](mailto:fayzulloeva@iom.int) no later than **25 September 2024**.

**Expression of Interest submission guidelines**

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

1. The Application must be submitted either by hand or through mail at: [ipintajikistan@iom.int](mailto:ipintajikistan@iom.int) in sealed envelope to IOM with office address at: st. Azizbekova, 22A, Second Passage, Dushanbe, Tajikistan, no later than **September 30 , 2024**. Late submitted Application will not be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and capacity of the Implementing Partners.
3. The Application must be submitted via E-mail and one original and envelope must be marked “Original” and submitted to IOM Office in Tajikistan. 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 any Russian, Tajik or English languages and in the format prescribed by IOM within the CEI. It is necessary to provide all the required information, clearly and concisely answering all the points stated. Any application that does not fully and comprehensively meet IOM requirements may be rejected.
5. The Application document should comprise of the following:
   1. Cover Letter;
   2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner’s Authorized Representative; and
   3. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the application deadline specified in this Request for EoI. Applications cannot be modified or withdrawn after the submission 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 will not, under any circumstances, require an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](https://weareallin.iom.int/) to report fraud, corruption or misconduct.
10. All information provided in writing or verbally shared with the Implementing Partners in connection with this CEI shall be treated as strictly confidential. The Implementing Partner shall not disclose or invoke such information to third parties 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.

**Annex A: Terms of Reference**

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| **Introduction** |
| The International Organization for Migration (IOM) in Tajikistan, through the financial support of USAID has been implementing the project: “Tajikistan Safe Migration and Trafficking in Persons”. The Project contributes to wider efforts in Central Asia, focusing on Tajikistan, and aimed at reducing vulnerability to trafficking in persons (TIP) among vulnerable individuals, communities, and populations through the promotion of safe migration and increased access to trauma-informed, age-appropriate, gender- and culturally sensitive services. It envisions a whole-of government and whole-of society approach to Combatting Trafficking in Persons (CTIP), working to strengthen systems and address gaps in a participatory manner, working to ensure the local ownership of its achievements and results. To achieve this objective, the project focuses on three primary intended outcomes in the areas of preventing trafficking in persons, protecting victims of trafficking, and strengthening partnerships to better combat trafficking in persons. |
| **Project Background** |
| Tajikistan is a country that experiences significant outward labor migration. Migrant workers travelling abroad are exposed to risks associated with international labor migration, including trafficking in persons (TIP). The country’s economy also heavily relies on the remittances sent back by migrant workers abroad. In some cases, individuals in remittance-dependent households can become vulnerable to entering situations of exploitation and abuse when the primary wage earners are unable to send money home. In recent years, the pandemic-related travel restrictions imposed in response to the Covid-19 led to such a reduction in remittances. Over the last two decades, the Government of Tajikistan has taken steps to address TIP through the establishment of a TIP legislative framework and by putting in place prevention-oriented mechanisms to reduce the exploitation of Tajik migrants abroad, such as pre-departure orientation centers that provide timely information to migrant workers to reduce their vulnerability to exploitation and abuse while abroad. However, additional support is needed to further strengthen efforts in the country to reduce the vulnerability to exploitation and abuse of people in Tajikistan, particularly those who choose to migrate abroad for employment.  The Tajikistan Safe Migration and Combating Trafficking in Persons Project is designed as a multi-stakeholder initiative that will build the capacity of key civil society organizations (CSOs) and government agencies through the provision of technical and infrastructural support (e.g., grants to partners to improve shelter space, include child friendly spaces, etc.) that would promote safe migration and facilitate improved access to support services to potential, presumed and confirmed victims of TIP and other vulnerable migrants.  The project will also use a systems strengthening approach to improve and expand the capacity of national victim protection actors to systematically protect identified victims of trafficking (Outcome 2). The national referral system will be enhanced to clearly describe the roles and responsibilities, procedures and standards for identifying, referring, protecting and assisting victims of trafficking in persons (Outcome 2.1), improving the capacity of government and non-governmental protection organizations and service providers to identify, refer, protect and assistance to victims of trafficking in persons (Outcome 2.2), and support referral partners to ensure that they have adequate human, financial and technical resources that will enable them to provide high-quality protection and assistance services to victims of trafficking in persons and other relevant groups (Outcome 2.3).  Local partners selected through competitive grant processes will receive a significant portion of the project budget as sub-grantees and directly implement project activities. The project’s implementation strategy will, therefore, be focused on providing technical guidance and support those grantees with the overall aim of improving their capacity to independently execute high quality CTIP activities. Emphasis within these activities will be made on innovation and technology to develop a more targeted, creative approach to partnership and around understanding and preventing TIP, as well as protecting and supporting VOTs and other vulnerable individuals. |
| **Objective** |
| The goal of the Grant is to provide the referral partners with adequate human, financial, and technical resources that enables them to provide high quality protection and assistance services to victims of trafficking and other relevant groups.  It is expected to provide targeted grants through a competitive process to CSO service providers to provide assistance in accordance with the protection system needs assessment and address any critical service-related gaps, including by providing direct support for individual assistance packages for VOTs, vulnerable migrants, and returnees in Dushanbe, Sughd, Khatlon, GBAO and DRS.  The Grant Beneficiary will implement the activities in accordance to this Terms of Reference and Technical and Financial Proposal, in particular, the Grant Beneficiary shall:   1. Based on the guidelines provided by IOM, identify vulnerable migrants, including victims of trafficking to whom reintegration assistance will be provided (following referral from local authorities and social and non-governmental organizations), interview them and develop with them their reintegration plans. 2. Provide reintegration assistance to victims of trafficking, including psychological consultations, medical examinations, legal support, family and child allowances, issuance and restoration of documents, financial support for family and housing. 3. Assign capable staff to coordinate the reintegration activities. 4. Provide vulnerable migrants, including victims of trafficking assistance as per their need. 5. Provide start-up assistance to beneficiaries through the possibility of opening their own business, purchasing necessary tools, etc. 6. Provide to IOM financial and narrative reports on undertaken reintegration activities and budget expenditures. 7. Ensure that all employees of the Grant Beneficiary adhere to IOM’s Data Protection Principles throughout the performance of activities. 8. Comply with IOM Handbook on Direct Assistance for Victims of Trafficking when performing the activities, |
| **Expected results and requirements:** |
| **Specific deliverables under this Output will include:**   * Number of grants awarded to referral partners, e.g. Grant Beneficiary * Number of victims of trafficking, vulnerable and returning migrants receiving services with the project support (medical, repatriation, legal, transportation, etc) * Percentage of service providers and referral partners who report being able to provide services to all persons referral to them. * Number of mentorship meetings provided to grantee referral partners. * Percent of received trainings by service providers on date protection, service provision to victims of trafficking, vulnerable and returning migrants. * Level of satisfaction of the recipients of services provided by service providers * Establish close coordination with regional and local level government authorities working on TIP and safe migration. * The Implementing Partner will recruit, hire and train the personnel needed and ensure that all required seats are continuously filled with the most suitable candidates. * The Implementing Partner will provide a space for IOM staff, local and international experts to provide coaching, mentoring and monitoring. * The Implementing Partner will ensure the security and safety of its database of VoTs, and all other systems in order to meet the data protection and privacy minimum requirements of IOM. * All the IP Management and staff will have to sign an IOM Code of Conduct and a Confidentiality agreement. Breaching of any Code of Conduct rules and regulations or confidentiality agreement will result in immediate separation of the staff. * The implementing partner have to follow all IOM policies and procedures, including financial and procurement procedures. |
| **Partnerships and collaboration** |
| IOM within the frame of this Agreement, will provide mentoring opportunities for the selected implementing partner and its staff. This initiative will be implemented through the capacity building measures to include IP staff, as well as relevant government representatives, particularly the Counter Trafficking in Persons Center under the Combating Organized Crime Department, Ministry of Internal Affairs. The Project expects that the CSO (IP) will build partnership with local, regional and national government and other non-government agencies.  The Implementing Partner will also be responsible for ensuring that their staff attend the IOM organized trainings and events have the capacity to coach and train their partners and stakeholders from their targeted areas. |
| **Proposed timeline** |
| **October 2024 – September 2025** (with the possibility of extension, based on the IP’s performance and reporting) |
| **Reporting** |
| * Submit regularly workplans (monthly, quarterly and annual workplan) and events plan to IOM Project Coordinator and Project Manager * Submit financial reports on the expenses made by IP to IOM including all the required documents and attachments based on the financial procedures and requirements of IOM. * Provide procurement plan, including list of items/equipment with clear specifications based on IOM procurement procedures and requirements. * Conduct activities to identify target groups according to IOM principles on protection of personal data and the confidential information of the beneficiary. * Conduct beneficiary survey and identify their needs, support them based on their cases. * Notify IOM about the procurement of equipment for project beneficiaries and invite IOM staff during the distribution of grants and equipment. * Monitoring and data collection about the target beneficiaries in close coordination with IOM based on developed tools of IOM. * Development of analytical reports and success stories on providing support to the target groups or individuals and submitting them to IOM. * Prepare and submit to IOM narrative and financial reports based on IOM requirements. * Amendment or additions to the reporting may be required at any time by IOM.   While most of the reporting needs will be shared with IOM Tajikistan, additional specific reporting requirements may be requested by each agency. |
| **Qualification and experience** |
| * Minimum 5 years working experience at community level and knowledge of the targeted area/context. * Experience working with local authorities including Community Based Organizations (CBOs), local activists and providing capacity-building for them. * Experience of conducting various events among the targeted community and project stakeholders. * Experience working with vulnerable groups and supporting them through projects’ activities. * Extensive knowledge of labor migration and TIP context of Tajikistan * Experience on planning and implementing income generation projects including support to vulnerable women and marginalized groups. * Experience working with grants and re-integration assistance * Excellent facilitation and communication skills * Excellent report writing skills |
| **Place and deadline for submission of the proposal:** |
| **30 September 2024** |

**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 – (name)

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.

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| **Call for Expressions of Interest Reference number:** |  |
| **Full name of the Organization and abbreviation:** |  |
| **Address and e-mail of contact person:** |  |
| **Date of completion:** |  |
| **Existing partnership with IOM?** |  |
| **If yes, when did the cooperation with start?** |  |
|  |  |
| **A. BACKGROUND AND GOVERNANCE** | |
| Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain. |  |
| What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)? |  |
| Does the organization produce an annual audited financial statement that is publicly available? If not, please explain. |  |
| Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest? |  |
| When was the Organization founded? |  |
| When was the Organization last assessed by IOM or another UN entity? |  |
| Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM? |  |
| **B. Organizational Structure** | |
| Is an updated organizational structure/chart and the CVs of key personnel attached to the application? |  |
| Where does the organization work in the country and what is its in-country structure and field presence? |  |
| How many staff work in the country office/programme? |  |
| Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)? |  |
| Does the organization have personnel guidelines? |  |
| Does the organization have personnel security procedures? |  |
| **C. EXTERNAL ENGAGEMENT AND INFLUENCE** |  |
| **Networks and coordination** |  |
| 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) |  |
| **Information and advocacy** |  |
| 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. |  |
| **C. PROGRAMMATIC CAPACITY** |  |
| 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? |  |
| **Does the organization:** |  |
| Uphold and abide by the [humanitarian principles](https://www.iom.int/sites/g/files/tmzbdl486/files/2018-07/IOM-Humanitarian-Policy-Principles-on-Humanitarian-Action.pdf) |  |
| 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? |  |
| **D. FINANCIAL CAPACITY** |  |
| 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? |  |
| **Accounting system** |  |
| 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? |  |
| **Financial control** |  |
| 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? |  |
| **Cost effectiveness** |  |
| Is the organization cost conscious? What principles are followed to minimize costs? |  |
| Are quotations or invoices collected before purchases are made? |  |
| **E. PROCUREMENT AND SUPPLY CHAIN CAPACITY** |  |
| 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? |  |
| **Procurement** |  |
| 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? |  |
| **Asset and warehouse management** |  |
| 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1. Concept note overview** | | | | | |
| **Name of prospective partner** |  | | | | |
| **Type of concept note** | Response to IOM-issued CEI |  | | Unsolicited concept note |  |
| CEI ID |  | | CEI ID | N/A |
| **Concept note title** |  | | | | |
| **Geographical coverage** | *Country, province, district* | | | | |
| **Population focus** | Number and type(s) of direct beneficiaries | |  | | |
| Number and type(s) of indirect beneficiaries | |  | | |
| **Programme duration  (in months)** |  | | | | |
| **Programme budget (please indicate currency)** | Contribution from prospective partner | |  | | |
| Contribution requested from IOM | |  | | |
| Total | |  | | |

Annex D.

|  |  |
| --- | --- |
| **Section 2. Programme description** | |
| **2.1 Rationale/justification (400 words max)** | |
| *Outline the problem statement, the context and the rationale for the programme:*   * *Provide an overview of the existing problem, using disaggregated data from existing reports.* * *Describe who is affected and what the barriers/bottlenecks to outcomes for children are.* * *Describe how the problem is linked to national priorities and policies.* * *Describe the relevance of the programme in addressing problems identified.* | |
| **2.2 Target beneficiaries (250 words max)** | |
| *Describe the target groups and beneficiaries anticipated to be reached by the proposed programme.* | |
| **2.3 Proposed programme approach/methodology (400 words max)** | |
| *Describe how the programme will address the problem statement in Section 2.1. Explain how the proposed approach/methodology will lead to the anticipated change. Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed programme. Please note that specific activities and results are to be detailed in Section 3.* | |
| **2.4 Gender, equity, and sustainability (250 words max)** | |
| *Describe the practical measures taken in the programme to address gender, equity and sustainability considerations.* | |
| **2.5 Prospective partner’s contribution and comparative advantage (250 words max)** | |
| *Briefly outline the partner-specific contributions to the programme. Mention both financial and non-financial contributions. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.* | |
| **2.6 Risk management (250 words max)** | |
| *Describe potential areas of risk that may negatively impact the organization’s capacity to fully implement the proposed programme. Describe any mitigating actions that will be incorporated into the programme to manage the identified risks.* | |
| **2.7 Key personnel** | |
| *Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.* | |
| Name and position | Relevant qualifications/experiences |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| **2.8 Other partners involved (100 words max)** | |
| *Describe other partners who will have a role in programme implementation, including other organizations providing technical and financial support for the programme.* | |
| **2.9 Other (250 words max)** | |
| *Describe any other relevant information that is applicable to the proposed programme. If this concept note is being submitted in response to a IOM-issued CEI, please refer to the guidance provided in the ‘Other information’ field of the CEI.* | |

**Annex E – Budget**

**The project budget is provided in free form, but it is necessary to describe in detail the cost items for project personnel, office expenses, expenses for project activities, as well as other items as necessary.**

**Sample Budget Format**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses** | **Unit of measure** | **Quantity** | **Amount** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |