



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
المنظمة الدولية للهجرة

Call for Proposals: “Supporting livelihoods of Libyan Micro-entrepreneurs”

Terms of Reference for Implementing Partner

Organizational Background

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. With 166 member states, a further 8 states holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Project Background

IOM’s Community Stabilization program “Together We Rebuild” contributes to the efforts of the international community and Government of Libya to bring back normal social and economic life to communities in Libya. The program started in 2016 in Sabha and Qatroun in the south and expanded to Benghazi and Kufra in the east of Libya in 2017. The program seeks to address the drivers of displacement and instability through a three-pillar approach, including restoring services and community infrastructure, promoting social cohesion and supporting regeneration of livelihoods. The program engages a wide variety of community groups, including host communities, IDPs and migrants, as well as local authorities and civil society to encourage and promote participatory approaches, collaboration and promoting peace through inter and intra community dialogue.

As part of its efforts to restore stability through its third pillar: regeneration of livelihoods, IOM is planning to conduct series of activities supporting micro-entrepreneurs, starting in Sabha and Qatroun. Under these activities, selected community members (host community, migrants, IDPs and other vulnerable households) will receive two types of support **1) tailor-made training and coaching** on business and marketing skills; and **2) in-kind support e.g. tools or equipment** to start-up their new businesses or improve existing ones.

Request for Proposals

IOM International Organization for Migration

Hay Al Andalus Post Office

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Through this Call for Proposals (CFP), IOM is inviting applications from implementing partners that can undertake the task of designing and conducting a training program for micro-entrepreneurs, as well as facilitate the management and administration of in-kind support. Interested applicants can submit proposals for the below listed two project lots, which are both targeting micro-entrepreneurs in Sabha and Qatroun but with a slightly differing scope of work. Both projects are anticipated to start in January 2019.

LOT NR	PROJECT TITLE	AREA	TIMELINE
Lot 1	Facilitating coaching sessions for 115 micro-entrepreneurs and delivery of in-kind support to businesses <ul style="list-style-type: none">- IOM has selected the beneficiaries and is currently procuring the in-kind support- The implementing partner/applicant is required to facilitate min. 6 coaching sessions on business and marketing and distribution of in-kind support	Sabha & Qatroun	Jan - April 2019
Lot 2	Developing and conducting trainings for 40 micro-entrepreneurs and procurement + distribution of in-kind support (max \$5000 USD/grant) to their businesses <ul style="list-style-type: none">- The implementing partner/applicant is required to facilitate selection of beneficiaries, capacity assessment, development and conducting of trainings on business and marketing and on-the-job coaching.- The implementing partner is also expected to manage the procurement and distribution of in-kind support	Sabha & Qatroun	Jan- June 2019

Key Responsibilities of the implementing partner

Lot 1 Facilitating coaching sessions for 115 micro-entrepreneurs and facilitating delivery of in-kind support to businesses



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1. Conduct a capacity assessment of 115 micro-entrepreneurs in Sabha and Qatroun (78 in Sabha and 37 in Qatroun). The beneficiaries have already been selected and consist of host-community and migrants, including female home-based entrepreneurs.
2. Based on findings of capacity assessment, design and develop a coaching program for the micro-entrepreneurs. A minimum of 2 coaching sessions in Qatroun, and 4 sessions in Sabha must be conducted. Topics can include business planning, financial management, marketing etc.
3. Organize and conduct the coaching sessions for micro-entrepreneurs, including procurement of training venue, training materials, refreshments, trainee transportation if required as well as delivering the coaching sessions. IOM has trained and certified trainers on the ground who will delivering the coaching sessions with facilitation of the implementing partner.
4. IOM is in process of procuring equipment and tools requested by the selected beneficiaries. The implementing partner will be expected to support in their delivery to the beneficiaries.

Lot 1 Key Deliverables

1. Capacity assessment tool and report on conducted capacity assessment of 115 micro-entrepreneurs, including a brief profile of each beneficiary
2. Plan, manual and schedule for the coaching-sessions
3. Minimum 6 coaching sessions on business planning, marketing etc.; 2 in Qatroun, 4 in Sabha.
4. Post-coaching evaluation of micro-entrepreneur who has received support included in profiles (see point 1).

Lot 2 Developing and conducting trainings for 40 micro-entrepreneurs and provision of in-kind support to businesses

1. Issue a call for proposals to identify the beneficiaries i.e. micro-entrepreneurs who want to set up a business or improve their existing businesses. The applications will include specifications of the equipment/tools required up to a maximum of \$5000 USD per business, required capacity building and justification.
2. Facilitate selection of beneficiaries. IOM has developed selection criteria and set up a selection committee through a previous project, which may be utilized. The selection



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will include thorough review of proposals, meetings with beneficiaries and assessing feasibility of small-grants.

3. Conduct a capacity assessment of the selected beneficiaries to determine training needs. This assessment may be integrated with the selection and review process.
4. Based on findings of capacity assessment, design and develop a training program for the micro-entrepreneurs. The capacity building should consist of an initial training (approx. 1 week) and a series of regular on-the-job coaching/mentoring sessions over 4-5-month period after the training. Topics can include business planning, financial management, marketing etc.
5. Organize and conduct the training and on-the-job coaching for micro-entrepreneurs, including procurement of training venues, training materials, refreshments, trainee transportation as required as well as the actual delivery of the training sessions. IOM has trained and certified trainers on the ground who will delivering the coaching sessions with facilitation of the implementing partner.
6. Procure and administer the in-kind grants (tools and equipment for maximum \$5000 USD/grant). The management of the in-kind-grants and reporting needs to be done in compliance with IOM procurement policies and financial accounting procedures.

Key Deliverables

1. Call for proposals and an application package for micro-entrepreneurs, along with criteria based on which the beneficiaries are selected. IOM has developed criteria which may be used/adapted.
2. Capacity assessment tool and report on conducted capacity assessment of selected micro-entrepreneurs, including a short presentation with infographics and brief profile of each beneficiary
3. Plan, manual and schedule for the initial tailor-made training and on-the-job coaching sessions
4. Minimum one initial tailor-made training on business planning, marketing etc; and series of regular coaching sessions based on need.
5. Post-coaching evaluation of micro-entrepreneur who has received support included in profiles (see point 2).

Role of IOM:



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1. IOM will be closely involved in and support the selection of micro-entrepreneurs, including development of CFP, the application package, selection criteria and review (Lot 2);
2. IOM will provide available relevant documents, information and tools from past experience (Lot 1 and 2);
3. IOM will provide support with and review the capacity assessment tool (Lot 1 and 2);
4. IOM will provide support with and review training plans, manuals and schedule (Lot 1 and 2);
5. IOM will provide training to the implementing partners on its procurement and financial reporting policies and procedures and provide support with the small in-kind grants administering as needed (Lot 2)

Qualifications:

The interested applicants should have the following:

- Proven experience in implementing similar livelihoods activities trainings or conducting similar trainings for micro-entrepreneurs in Libya
- Have experience and be able to work in Sabha and Qatroun in southern Libya
- Capacity to manage the small-grants in-kind administering, procurement and reporting (training will be provided by IOM) (Lot 2)
- Required staff and personnel to implement the project (CVs clearly showing their relevant professional experiences to the planned activities if applicable)
- Demonstrates integrity, professionalism and respect of diversity
- Excellent training, organizational and communication skills as well as leadership skills within the institute/organization
- Ability to perform under high pressure and according to time sensitive schedule, and the flexibility to apply modifications given the rapidly changing context in Libya

Eligibility

Any organization or institution may apply, which is:

- Non-Profit
- Legally recognized. If Libyan, registered at the Libyan Ministry of Culture or the High Commission of Civil Society or any other relevant Libyan official entity
- Have a USD account



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Application and submission instructions

Applicants can apply for either Lot 1 or Lot 2, or both.

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Application Components: Applications should be in English, and must include the following:

1. Narrative proposal:

- Presenting the organization's background and experience in similar activities/trainings, including the activities final report, year of conduct, name of donor if applicable
- Clear description of implementation methodology of the proposed activities



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- A detailed work plan, clearly presenting the activity action plan in accordance with the required time period
 - If there are implementing partners, please clearly indicate them and their role in the work plan
 - A list of trainers/facilitators who will be engaged in the training or the activities, including their previous experience in similar activities
 - If the applicant has pre-existing relevant tools, training manuals/curricula, or any other documents that may be useful, these should be mentioned may be attached with the proposal
2. **Budget:** Please include a detailed budget clearly showing all budget lines and its relevance to the proposal.
3. **Credentials:** If Libyan Organization/Institute a valid registration at the Libyan Ministry of Culture or High Commission of Civil Society Institutions registration, or any other relevant Libyan governmental body is required
4. **Other supporting documents:**
- CVs of staff and trainer that will be implementing the project in English must be attached to the proposal if applicable
 - Organogram of organization
 - Latest financial report
 - Any organization manuals (procurement, financial, HR etc.)

Deadline for submission of proposal: 21st of January, 2019

Proposals should be submitted by email to togetherwebuild@iom.int or in a sealed envelope to the program office, located in Tripoli: Hay Al Andalos Post Office.

Application review information

Within 7 days of the submission deadline, a Grants Review Committee (GRC) will convene to review all applications. The GRC will verify the application submission requirements. If an application is deemed suitable, an award will be made within 7 working days of the GRC meeting provided that the awardee furnishes the call with all the required documentation as listed in this RFP.



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