

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY22-305

Date: 31 August 2022

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) For Final external evaluation of the EUTF II project “Protecting vulnerable migrants and stabilizing communities in Libya – Phase II”**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Documents requirements of the eligibility and technical evaluation :

- Valid Company registration documents (applicable for new vendors only)
- Bank information (applicable for new vendors only)
- Signed /stamped Code of conduct (applicable for new vendors only)
- Completed VIS-vendor information sheet (applicable for new vendors only)
- Signed /stamped DOC- declaration for conformity (applicable for all vendors)
- Delivery Lead Time
- Technical Proposal
- Financial Proposal
- Eligibility and Qualification
- Team composition and CVs of key personnel
- Company profile

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Libya Procurement

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p><b>16 September 2022</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 25 MB</li> <li>▪ Mandatory subject of email: RFQLY22-305</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including</b>	<b>English ,</b>

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other
<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: IOM Libya Procurement E-mail address: iomlibyaproposal@iom.int
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated iomlibyaproposal@iom.int by 12 September 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>The technical proposals of Service Providers shall be evaluated based on the Score criteria , The minimum technical score St required to pass is: 70 Points.</i> - Similar experience in Libya 30 points max - Organization and staffing with a copy of the company Profile 10 points max - Proposed Technical approach 20 points max - Delivery Schedule 10 points max - Qualifications and Number of years of experiences of the Project Manager 15 points max - Qualifications and Number of years of experiences of Technical Expert 15 point max
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<b>Purchase Order for General Services</b>
<b>Expected date for contract award.</b>	16 October 2022
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM

<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
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**ANNEX 1: SCHEDULE OF REQUIREMENTS**

Technical Specifications for services :

**Delivery Requirements**

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods and services ASAP after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	At Delivered Place
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Libya
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	NA
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	NA
<b>Other information</b>	NA

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:		Date:

### VENDOR INFORMATION SHEET<sup>1</sup>

#### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name:

Title:

Date:

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER – Services**

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

**Technical Offer**

**Mandatory to Provide the following:**

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

Description of Works	UOM	Qty	Unit Price	Total Price
As per attached ToR				
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Please provide delivery time
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Please indicate Validity of Quotation
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature:</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorised Signatory:</p> <p>Email Address:</p>
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## **Section IV. Terms of References**

### **A. Evaluation context**

#### **Overall**

The International Organization for Migration established its operations in Libya in 2006 and is active and present in the east, west and south of the country. IOM's Displacement Tracking Matrix monitors displacement and migration trends, which data and analysis aim to provide an evidence base to facilitate targeted humanitarian interventions. Through its guidance, IOM is able to tailor a comprehensive response to the humanitarian needs of migrants, internally displaced, returnee populations and host communities. Libya has traditionally been an origin, transit and destination country for migrants seeking better economic opportunities, escaping oppressive conditions in their home countries, or hoping to use the territory as a launch pad to Europe. Libya has been marked by a history of continued conflict and unrest in this North African country, which worsened between 2014 to 2020. The country has been further compounded by socio-economic impacts of the COVID-19 pandemic which developed from March 2019.

Migrant dynamics in Libya remain complex and dynamic, with many migrants across the country confronting significant challenges and protection concerns, linked to their status in the country and the vulnerable situations in which many find themselves. IOM Displacement Tracking Matrix (DTM) Libya identified a total of 635,051 migrants from over 44 nationalities in the 100 Libyan municipalities during Round 40 of data collection (December 2021 – January 2022)<sup>1</sup>. Migrants in Libya are predominantly irregular, which eradicates nearly all their rights and access to public services in the country. In addition, there are 168,011 Internally Displaced Persons (IDPs) in Libya, primarily displaced due to the deterioration of the security situation<sup>2</sup>.

Migrants, especially those originating or traveling from sub-Saharan Africa<sup>3</sup>, typically travel along traditional migration routes across Libya's open and porous southern border. Once inside Libya, migrants face a series of challenges caused by the harsh desert climate, lack of access to water and hence the constant threat of dehydration. The lack of government control throughout the southern region makes the area a prime location for criminal networks to exploit vulnerable migrants on the move. In addition, human smugglers frequently prey upon these migrants, offering promises of safe passage through inhospitable desert towards their intended destination for an exorbitant fee.

During their movement, migrants stop along the way to find work to fund their onward journey. The ongoing volatile security situation, and especially the armed conflict that erupted in Tripoli in the beginning of April 2019, has left migrants in the country vulnerable and stranded, often facing arbitrary arrest and detention, torture and sexual violence and increasingly in need of humanitarian assistance, including humanitarian evacuation. Employment and access to work

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<sup>1</sup> IOM Libya DTM Migration Report Round 40, January 2022:

[https://displacement.iom.int/sites/default/files/public/reports/DTM\\_Libya\\_R40\\_Migrant\\_Report\\_FINAL.pdf](https://displacement.iom.int/sites/default/files/public/reports/DTM_Libya_R40_Migrant_Report_FINAL.pdf)

<sup>2</sup> IOM Libya DTM IDP and Returnee Report Round 40, January 2022:

[https://displacement.iom.int/sites/default/files/public/reports/DTM\\_R40\\_IDP\\_Returnee\\_Report.pdf](https://displacement.iom.int/sites/default/files/public/reports/DTM_R40_IDP_Returnee_Report.pdf)

<sup>3</sup> Most migrants originate from Niger, Egypt, Chad, Sudan, Nigeria, and Mali, while refugees originate from Eritrea, Ethiopia, Iraq, Palestine, Sudan and Syria.

opportunities for migrants has been further affected with the development of the COVID-19 pandemic in Libya, which has adversely impacted general population mobility and business.

The Libyan health system was not structured in a sustainable manner under Qaddafi's leadership, being heavily reliant on foreign medical personnel. As such, Libya's health system suffers from severe shortages of staff, a poorly functioning medical supply chain and very weak disease surveillance and health information systems. With the beginning of the conflict, the following years of instability and with a lack of qualified medical professionals, the health system has nearly collapsed. Many public health care facilities are closed and those that are open lack medicines, supplies and equipment. Others have been directly and deliberately attacked or damaged due to fighting and those that remain functional are overburdened or unable to be maintained. There are acute shortages of medical specialists, midwives and nurses and huge gaps in coverage due to the uneven distribution of general internists, most of whom are working in urban areas. In many remote and hard-to-reach locations, poor and vulnerable communities have extremely limited access to health care.

### **Project**

With this Action, IOM seeks to ensure a cohesive and integrated approach to protection and sustainable assistance to vulnerable and stranded migrants with a multifaceted approach. IOM aims to protect, assist and support vulnerable migrants, including enhancing social cohesion between migrants and host communities while also promoting a more effective and organized labour migration to promote longer term development in Libya. The overarching objective is to support an enabling environment where authorities can assume the responsibility of implementing policies and programmes related to the protection and reintegration of migrants and ultimately improve the governance of migration in the country.

This Action is based on the Action Document "Managing mixed migration flows: protection, health, assistance, resilience and community engagement" (Reference T05-EUTF-NOA-LY-11), with main delivery channels through UNHCR, IOM and WHO. The Action, in its objectives and activities, is a continuation of "Protecting vulnerable migrants and stabilizing communities" (Agreement T05-EUTF-NOA-LY-11/T05.141, duration: 1 May 2017 to 31 August 2021, total amount 70,800,000.00 EUR), which is henceforth in this document referred to as Phase I, while the proposed Action is referred to as Phase II.

It is relevant to note that Phase I has been a sizable and significant intervention which has, over the course of more than four years, allowed IOM to provide protection services and assistance to populations in need across the country and to react quickly to relieve urgent needs when they have arisen. It has also been a ground-laying action allowing IOM the opportunity to start addressing issues of longer-term significance in the wider areas of migration management and community resilience.

The Action is rooted in IOM Libya's Strategic Framework for 2021-2024<sup>4</sup>, which stresses equally the importance of continuing the provision of assistance and protection to migrants in Libya who are in an extremely precarious and vulnerable position from a protection perspective, but also the expansion of programming related to medium and long-term objectives, such as community engagement, labour mobility and border management.

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<sup>4</sup> IOM Libya Strategic Framework 2021-2024, URL: <https://libya.iom.int/sites/libya/files/Publications/IOM%20LIBYA%20FRAMEWORK%202021%20-%202024.pdf>

The Action is also in line with IOM's MENA Regional strategy 2020-2025<sup>5</sup>, which reflects the essential role that IOM plays in the field of human mobility: protecting, assisting and supporting migrants, developing effective responses to the shifting dynamics of migration, and serving as a key source of advice on migration policy, research, data and practice. The regional strategy also highlights an aspect that is very significant with regard to Libya, namely the critical work that IOM undertakes in emergency situations, developing the resilience of communities and mobile populations and particularly those in vulnerable situations, while building capacity within governments to manage all forms and impacts of mobility.

With the wide range of areas of intervention this Action proposes, it contributes also towards the Sustainable Development Goals (SDGs) in a variety of ways. In addition to the often referred to SDG 10.7 which targets specifically the facilitation of orderly, safe, regular and responsible migration, including the implementation of well managed migration policies, the Action Document contributes to SGD 3: Ensure healthy lives and promote well-being for all people at all ages, SDG 10: Reduce inequality within and among communities and SDG 16: Promote just, peaceful and inclusive societies.<sup>6</sup>

The Action is in line with the principles and spirit of the Global Compact for Safe, Orderly and Regular Migration (GCM), which is not signed by Libya. The GCM recognizes that migration has been part of the human experience throughout history, that it is a source of prosperity, innovation and sustainable development and that these positive impacts can be optimized by improving migration governance. It sets forth a vision where migration benefits all. This Action tries to contribute to this vision with all its aspects and particularly with its planned activities related to labour mobility and creating a strong evidence base on migration processes.

The project is structured as follows:

**Overall Objective** – Reinforce protection and resilience of migrants and host communities in Libya while supporting an improved migration management along migration routes in the country.

**Specific Objective 1** – Strengthened protection environment for vulnerable populations in Libya, with specific focus on migrants.

**Specific Objective 2** – Improved stability, resilience and employability in diverse and migrant-dense communities in Libya.

**Specific Objective 3** – Enhanced evidence base for improvement of service provisions for populations on the move in Libya.

Under Specific Objective 1, IOM implemented the following main activities:

- **Improving access to essential services for protection of vulnerable populations including migrants, refugees, UASCs on the move, and survivors of trafficking, victims of abuse, exploitation and other persons at risk.**  
It includes: Provision of specialized assistance; Protection Case Management Assessments; Study visits to open reception facilities for migrants; Training and Capacity; Support to host families and safe shelters; Community-Based protection activities, awareness-raising and information dissemination among affected populations
- **Training of Equipment of Libyan authorities to respond and identify needs of migrants at disembarkation points and detention.**

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<sup>5</sup> IOM MENA Regional Strategy 2020-2025, URL:

[https://www.iom.int/sites/default/files/documents/middle\\_east\\_and\\_north\\_africa\\_regional\\_strategy\\_2020-2024\\_21sept20\\_v06.pdf](https://www.iom.int/sites/default/files/documents/middle_east_and_north_africa_regional_strategy_2020-2024_21sept20_v06.pdf)

<sup>6</sup> Please see the cross – section between the SDG and migration at: <https://migrationdataportal.org/sdgs>

It includes: Protection and assistance in detention centres and at disembarkation points, Light rehabilitation works or maintenance of WASH infrastructure; Environmental health and pest remediation activities; Rights-based capacity building and sensitization.

- **Improving access of migrants, IDPs and host communities to quality essential health services.**

It includes: Assessment of public health risks and health care delivery capacity; Provision of medical assistance; Strengthening the capacity of healthcare providers; Support public health facilities.

- **Improving access to MHPSS services for migrants and host community members.**

It includes: Support national MHPSS coordination in the East ; Provision of Psycho-Social Support (PSS) training and support services;

- **Increasing access to humanitarian direct assistance for Migrants, IDPs, and, where relevant host communities.**

It includes : **Pre-distribution needs assessments** ; Procurement of NFIs and emergency food ; Distributions of NFIs and hygiene kits.

- **Providing access to assistance and protection to vulnerable migrants en route through a Migrant Resource and Response Mechanism (MRRM).**

It includes : Outreach, screening, and assessment of needs ; Provision of integrated multi-sectoral assistance.

Under Specific Objective 2, IOM implemented the following main activities:

- **Improving capacity of communities to engage with tribal, ethnic, migrant and other social groups in their city.**

**It includes:** Conduct meetings with project stakeholders; Strengthening social cohesion through capacity building and community engagement activities

- **Improving access to basic and community services to targeted communities.**

It includes: Implement CIPs and provision of equipment for essential services delivery.

- **Improving livelihood opportunities for Libyans and migrants:**

It includes: Provide vocational and business management trainings and toolkits.

- **Improving labour conditions and increased access to employment opportunities for communities in Libya, including migrants.**

It includes: Capacity building on labour mobility and human development; Support in establishing youth centres and enhancing youth services; Support knowledge repository of vocational qualifications; Promote migrant inclusive outreach events to promote employability; Upgrade technical training curricula to strengthen links to employment opportunities.

Under Specific Objective 3, IOM implemented the following main activities:

- **Enhancing International and local partners' access to migration data and quality humanitarian information products**

It includes: Perform DTM assessments, produce reports and disseminate results; Produce Detention Centre Profiles; Support in-depth studies and conduct comprehensive research into migration dynamics within Libya.

## B. Evaluation purpose

The evaluation is an IOM end-cycle (final) summative evaluation to be conducted through an external firm intended for programme management and donors.

The main objective of the evaluation is **to assess and measure the extent to which the project implemented in Libya, has achieved its intended short-, medium- and long-term objectives as well as the extent to which the interventions and delivery strategies were adequate to address the problems at hand with the aim to determine what worked and what did not work under what circumstances.** The evaluation is therefore also expected to document lessons and good practices. The findings, recommendations, lessons, and good practices emanating from the evaluation will be used to inform further programme development either through scaling up or through the development of a follow up phase to maximize the momentum created through this initiative. The users of this evaluation include IOM Libya particularly the project Management team and PDSU interested in integrating recommendations, lessons, good practices into on-going programmes and identified priorities into future resource mobilization initiatives as well as the project team. Furthermore, the evaluation is expected to inform the donors who is interested to know the effectiveness and efficiency of the projects.

## C. Evaluation Scope

The evaluation will study the effects of the project interventions on the beneficiaries at the end of the implementation period. More specifically, the evaluation will analyse to what extent objectives and results were achieved and who benefited from them. The evaluation will cover the entire period of projects implementation duration (**12 months**, from 1 September 2021 to 31 August 2022).

## D. Evaluation criteria

The evaluation will assess the performance of the project against the OECD-DAC criteria of relevance, effectiveness, coherence, efficiency, impact and sustainability. The evaluation is also expected to assess the extent to which the project integrated cross-cutting issues including gender and human rights. In order to assess what worked and what did not work the evaluation is also expected to assess the project overall logic and implementation processes to determine how the project was adequate to local needs.

Overall, the evaluation will assess of the project performance on the following:

1. The adequacy of the implementation Strategy and approaches.
2. Determination of the relevance of the intervention in terms of timing, targeting and design.
3. Determine whether resources (financial, human and materials/equipment) have been used wisely addressing the needs of the beneficiaries and to what proportion of the people in need.
4. Documentation of the efficiency and effectiveness of the intervention based on the results achieved with available resources.
5. Identification of indicators of success, including project beneficiaries' views on the benefits and impact of the interventions.

6. Assess the impact of activities, the level of engagement of local communities, and the readiness to expand this component in future actions related to mobile service delivery and continuity of care and protection in the country.

### **E. Evaluation questions**

More specifically, the evaluation will seek to provide informed answers to the following questions:

**Relevance**, as the extent to which the project's objective and intended results remain valid and pertinent either as originally planned or as subsequently modified

- Do the intended results align with and support government officials building of capacities?
- Has the project responded to the needs of the target beneficiaries, especially of migrants?
- Has the project targeted beneficiaries – especially migrants - in the most effective way?
- Is the project aligned with and supportive of IOM national, regional and/or global strategies and the Migration Governance Framework?
- Are there any identifiable ways that the approach should be revised in future, or is it evident that additional or complementary activities or projects will need to be implemented?
- Is the project well designed according to IOM project development guidelines in a way that address local priority needs?

**Effectiveness** assesses the extent to which a project translated resources and activities into its intended short, medium- and long-term results.

- To what extent has the project successfully translated the resources (inputs) into tangible and quality outputs and outcomes in accordance with the stated plans?
  - To what extent has the project and its outputs enhanced the migrants access to basic services and the capacities of Government officials on protecting vulnerable migrants?
- Were the activities sufficiently well implemented to reach intended results? Would other activities have been more effective in reaching the results?
- To what extent has the project and its outputs met stakeholder expectations, both government and participants?
- To what extent has the project adapted to changing external conditions in order to ensure project outcomes are achieved?
- What were the major external factors influencing the achievement of the project's expected outputs and outcomes, including both contextual factors and other related interventions?

**Efficiency** is how well human, physical and financial resources are wisely used to undertake activities, and how well these resources are converted into outputs.

- To what extent were resources (time, funds, expertise) used wisely and adequately to address the most compelling priorities and achieve the outputs? Is the cost worth it?

- How does this project align with and complement other related initiatives, whether implemented by IOM, the government, or other national and international actors? What is the added value, if any, of this project compared to those other efforts?
- Were the project activities undertaken as scheduled and were outputs delivered on time and in expected quantity? If not, what were the reasons?

***Impact** is an evaluation criterion that assesses the positive and negative, primary and secondary long-term effects produced by a project, directly or indirectly, intentionally or unintentionally.*

- What long-term changes (whether intended or unintended, positive or negative) can be observed, if any? To what extent can they be attributed to the project interventions?

***Sustainability** refers to the durability of the project's results or the continuation of the project's benefits once external support ceases.*

- To what extent were the project and its results supported by local institutions and embedded in institutional structures that are surviving beyond the life of the project?

***Cross-cutting issues: Gender and Human Rights<sup>7</sup>:***

- To what extent were gender mainstreaming issues considered in design and implementation?
- To what extent were differences, needs, roles and priorities of women, men and specific vulnerable groups considered during planning and implementation?
- Were any barriers to equal gender participation identified in design or implementation, and was anything done to address these barriers?
- To what extent did rights and dignity of beneficiaries uphold by project and its partners throughout the implementation?

## **F. Evaluation methodology**

Given the current context in Libya, the evaluation will be conducted mainly remotely (home based) with one field visit – if the situation will allow. The evaluator should provide a detailed and appropriate methodology and data collection methods to get credible evidence to address the evaluation objectives and to respond to the above evaluation questions in addition to the following suggested methods: from

- (1) **Desk reviews** of available documents.
- (2) **Direct observation** at selected site (only if the situation will allow);

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<sup>7</sup> IOM Rights-based approach to Programming:

[https://www.iom.int/sites/default/files/our\\_work/ICP/IML/rba\\_manual.pdf](https://www.iom.int/sites/default/files/our_work/ICP/IML/rba_manual.pdf)

UNEG Integrating Human Rights and Gender Equality Evaluation Guidance:

<http://www.unevaluation.org/document/detail/980>

(3) **Semi-structured interview** with beneficiaries.

(4) **Interview** with project staff; and

(5) **Interview** with key informants.

(6) Review and Analyse **project monitoring records**.

The evaluator is expected to develop a detailed evaluation methodology appropriate for responding to the above evaluation purpose and questions.

The evaluation should follow the IOM Data Protection Principles, UNEG norms and standards for evaluations, and relevant ethical guidelines.

The evaluator will execute the evaluation with the support and oversight of the Project Manager and team, as well as the thematic support from the IOM Libya Monitoring and Evaluation Officer. IOM Libya will also support with the eventual translation of documents in local language and with the logistical and administrative arrangements, including helping to organize online meetings and arranging interpreters, as needed.

The evaluator will be responsible for preparing for and carrying out data collection and analysis and producing the evaluation deliverables outlined below.

#### **Ethics, norms, and standards for evaluation**

IOM abides by the norms and standards of UNEG and expects all evaluation stakeholders to be familiar with the ethical conduct guidelines of UNEG and the consultant(s) with the UNEG codes of conduct as well.

#### **G. Evaluation Deliverables**

Expected evaluation deliverables to be produced by the evaluator are:

1. **Inception report** with detailed description of the evaluation approach and Methodology and detailed work plan. The inception report should also include an evaluation matrix and draft data collection tools and should be written in a way that demonstrate a good understanding of the assignment as outlined in this ToR.
2. **Draft analytical evaluation report** supported by annexes of quantitative/qualitative analysis;
3. **Final analytical evaluation report** supported by annexes of quantitative/qualitative analysis complemented. The report will have to highlight how the lessons learnt and formulating cross-cutting recommendations that will benefit the sustainability of the interventions.

The evaluation report should follow a structure that include the following sections, at minimum:

- Cover page,
- Executive summary
- list of acronyms
- Intro
- Evaluation framework and Methodology
- Findings
- Conclusions and recommendations
- Annexes (itinerary, people met, question guides, etc.)



- A two-pager **Evaluation Brief**. The **Evaluation Brief** that outlines key findings and recommendations.

The evaluator is expected to submit the evaluation report and relevant accompanying annexes in English not later than **TBD 2022**. The final report should meet the standards laid out in the UNEG evaluation guidelines and should follow the IOM Data Protection Principles.

### Evaluation workplan

H. Activity	Responsible	Timeline	No. of Days
Review documents and prepare a detailed inception report, including evaluation matrix and data collection tools	Evaluator	Week 1	7
Planning data collection and coordinate the logistical arrangements and agenda	Evaluator with support from Project Team		
Evaluation data collection and analysis	Evaluator with support from Project Team	Week 2	4
Draft presentation and de-brief Project Manager and team on the initial findings and tentative conclusions	Evaluator		3
Draft the evaluation report	Evaluator	Week 3	4
Incorporate comments/feedback from Project Team, M&E officer and Regional Officer M&E Specialist	Evaluator with support from Project Team		3
Finalize and submit the final version of the report	Evaluator	Week 4	7
Submission of final report, annexes and two-page evaluation brief	Evaluator	Week 5	3
Drafting and submission of the two-pager evaluation brief	Evaluator		4

### I. Evaluation budget and payment

IOM is looking for a qualified external independent evaluator. The evaluator's fee will be all inclusive. The fees include all costs related to (when and if possible, given the current security context and COVID-19 pandemic) flights and hotel accommodation, field trips to relevant implementation sites, translation and any other cost associated with the completion of the evaluation assignment. Disbursement of the evaluation consultancy fees will be paid upon satisfactory submission and approval of the following deliverables by IOM:

- Inception report
- Final evaluation report

- Evaluation brief

## **J. Submission of application**

Interested candidates are expected to submit a **technical and financial proposals with all-inclusive itemized budget and their CV, cover letter as well as their recent evaluation report example**. The proposal must provide details on a proposed methodology and approach to the assignment. Late submissions will not be considered.

## **K. Required qualifications and experience**

The evaluator should meet the following minimum qualifications and experience:

- Minimum master's degree or equivalent in social research and/or evaluation methods Monitoring and Evaluation Methods, Public Policy, Development studies, International Relations, or related field of studies.
- At least 5 years of experience managing and/or evaluating development projects/programmes/initiatives.
- Demonstrable experience and familiarity with migration dynamics in North Africa.
- Demonstrated sound understanding of migrant's thematic topics, i.e., migration management, risk of irregular migration, trafficking in persons, labour migration, victim protection, etc will be an advantage.
- Good track records in conducting evaluations and technical and analytical report writing.
- Fluency in English is required, and knowledge of Arabic is an advantage.



VENDOR INFORMATION SHEET

Vendor No. \_\_\_\_\_
Internal to IOM

Registered Vendor Name\*: \_\_\_\_\_

Other Names/Acronyms \_\_\_\_\_

Address\* \_\_\_\_\_

House No \_\_\_\_\_

Street Name \_\_\_\_\_

ZIP/Postal Code\* \_\_\_\_\_

City\* \_\_\_\_\_

Region\* \_\_\_\_\_

Country\* \_\_\_\_\_

Contact Information

Company Tel/Mobile: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Email: \_\_\_\_\_ Contact Person Position: \_\_\_\_\_

Company Website: \_\_\_\_\_

- Industry Category\*: 0100 - Commercial Vendors, 0200 - National CSOs, 0300 - National Government Entities, 0400 - International CSOs, 0500 - International Organizations - Non-UN, 0600 - UN entities, 0005 - Individual Consultant/Non-Staff

- Business Type\*: Direct Producer/Manufacturing, Reseller/Distributor/Service Provider

Provide Services/Goods Internationally\* Yes No

Disability-inclusive\* Yes Not applicable

- Women-owned/controlled\* At least 51% women-owned/controlled, Less than 51% women-owned/controlled, Not applicable

Notes: All fields marked with \* are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode). Vendor Name - should match IDs or registration documents. If there is insufficient space, please use the Other information section

Product Categories (check all applicable)\*

- Agriculture, Livestock and Fisheries, Chemicals, Clothing and Luggage, Construction, Consultancy and Contracted Services, Finance and Administration, Food and Beverage, Fuels and Derivatives, Furniture, Hospitality, Events, Insurances, IT and Communications, Land and Buildings, Learning, Training and Recreation, Legal and Investigation, Logistics and Warehousing, Media and Printing, Medical, Drugs and Pharma, NFIs - Household and Camps, Office Equipment and Supply, Personal Care, Power Supply and Electric, Quality Control and Environment, Security, Social and Humanitarian Services, Tickets, Tools and Machinery, Vehicles and Accessories

UNGM No. \_\_\_\_\_ https://www.ungm.org/UNUser/Home

UN Partner Portal Reference \_\_\_\_\_ https://www.unpartnerportal.org

Registration Date \_\_\_\_\_ Main Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type \_\_\_\_\_ License No.: \_\_\_\_\_ Reg. Date: dd-mmm-yyyy Expiry Date: dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office \_\_\_\_\_

Parent company \_\_\_\_\_

Subsidiaries/Branches \_\_\_\_\_

Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## VENDOR INFORMATION SHEET

### Section II: Payment and Banking Information

#### Payment Details

Payment Method\*  Bank Transfer  Check\*\*  Cash\*\*  Others\*\* \_\_\_\_\_  
Justification for Non-Bank Payment Method\*\* \_\_\_\_\_

#### Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.  
Non-bank payment methods require justification.

#### Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name \_\_\_\_\_  
Bldg and Street \_\_\_\_\_  
City \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Bank Account Name \_\_\_\_\_  
Bank Keys \_\_\_\_\_  
Account Currency \_\_\_\_\_  
Bank Account No. \_\_\_\_\_  
\*Depending on the country \_\_\_\_\_  
Swift Code/BIC (accounts outside U.S.A.) \_\_\_\_\_  
IBAN Number (mandatory for banks in Europe) \_\_\_\_\_  
Clearing No. (CHF accounts in Switzerland) \_\_\_\_\_  
ABA No. for ACH (USD accounts in U.S.A.) \_\_\_\_\_  
Bank Branch Code \_\_\_\_\_

#### Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

**If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM**

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date



# Code of Conduct for Suppliers

Field Procurement Unit  
Manila Administrative Centre, Manila Philippines

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

## Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

## Representation from Suppliers

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;



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## Code of Conduct for Suppliers

Field Procurement Unit

Manila Administrative Centre, Manila Philippines

- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

### Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

### Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

### Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact IOM Field Procurement Unit at email address [fpu@iom.int](mailto:fpu@iom.int) or at:

IOM Manila Administrative Centre  
Field Procurement Unit  
28th Floor Citibank Tower  
8741 Paseo de Roxas, Makati City 1226, Philippines



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# Code of Conduct for Suppliers

Field Procurement Unit

Manila Administrative Centre, Manila Philippines

IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

## SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

### **Acknowledgment and Acceptance, to be submitted together with VIS( Vendor Information Sheet)**

This is to certify that I have fully read the Supplier’s Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier’s Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Representative: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_