



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## IOM Libya Mission

### **INVITATION TO SUBMIT EXPRESSION OF INTEREST** (For Short listing of Companies/ Service Providers)

*February 03, 2022*

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of Development of a Web-based Labor Market Information System (LMIS) in Libya, IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the *Services for the Development of Web-based Labour Market Information System in Libya (Phase Two)*.

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

The Expression of Interest shall be submitted electronically to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) e-mail address no later than *February 17, 2022*.

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers Only short-listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Companies/Service Providers may obtain further information by e-mailing [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) .

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

Very truly yours,

IOM Libya Procurement Unit

*IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.*



## Request for Expression of Interest

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of *Services for the Development of Web-based Labour Market Information System in Libya (Phase Two)*, IOM now invites Expression of Interest from Companies/Service Providers for *improving the capacity of national stakeholders to produce accurate and timely information for better management of labour migration, IOM will provide support to the Libyan Government in developing a comprehensive Labour Market Information System (LMIS)*.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information and the Annex B: TOR.

1. The Application must be submitted electronically through e-mail to [iomlibyaproposals@iom.int](mailto:iomlibyaproposals@iom.int) no later than *February 17, 2022*. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
3. The electronic Application must be submitted through e-mail with all required supporting documents. If the e-mail size is more than 10Mb, e-mails should be divided to multiple e-mails and all files should be also shared through an electronic file sharing websites. The subject of the e-mail should be "*LY22-035 'Company Name'*".
4. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative;
  - c. Duly Accomplished Annex A with All requested information; and
  - d. Duly signed TOR on all pages.
6. Companies/Service Providers requiring any clarifications from [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) . IOM will respond to any request for clarification received on or before *February 17, 2022*.
7. Applications shall be evaluated in accordance with the following criteria:

- a. Capacity
- b. Track Record and Experience
- c. Technical Expertise
- d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

8. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
9. The Company/Service Provider 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.
10. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
11. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## ANNEX A: BIDDERS INFORMATION

### TABLE 1 – GENERAL INFORMATION

- Name of the Company
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

*Provide certified copies*

### TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

*Remarks (Provide documentary evidence)*

### TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client
- Description of works
- Contract Amount

*Remarks (Provide documentary evidence)*

**Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.**

**TABLE 4 – ONGOING CONTRACTS**

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (*Provide documentary evidence*)

**TABLE 5 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line
  - Amount
- Remarks (Provide documentary evidence)*

**Please provide proof of financial competency and audited financial statements for the last three financial years.**

**TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF**

- Name
- Designation Qualification
- No. of Years of Experience

**Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization**

**TABLE 7 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED)**

- Description whether Owned or Leased
- Year of Manufacture

**TABLE 8 – ANY OTHER INFORMATION**

**In addition to the required information, Companies may provide brochures and other related documents**

**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:**

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Name/ Signature/ Date

## **ANNEX B TERM OF REFERENCE**

### **Services for the Development of Web-based Labour Market Information System in Libya (Phase Two)**

#### **1. Background**

Libya is in economic turmoil since initiation of the conflict in 2011, which has significantly impacted all the major sectors and the overall economy at both macro and micro level. The financial and monetary crisis coupled with the deteriorating security situation has led to scarcity of employment opportunities and has given rise to high unemployment rate in the country - with unemployment rising to a staggering 17.3 percent in 2018. In recent years, especially after 2014, gradual sign of economic recovery has been noticed with the GDP in 2018 reaching USD 43.587 billion against USD 26.22 billion in 2016 but still far below the 2012 figure of USD 81.87 billion. Recent times have seen a steady and gradual improvement of the economy ushering a hope of a new era of opportunities for Libyan youth. To capitalize on this opportunity and to facilitate the ongoing development process, it is essential that real time labour market information is provided to relevant stakeholders, as it is an important element for skill development, employment generation and for making necessary policy decisions for effective functioning and management of labour market.

To achieve this objective and improve the capacity of national stakeholders to produce accurate and timely information for better management of labour migration, IOM initiated with development of a comprehensive Labour Market Information System (LMIS). As first phase, a thorough system analysis carried out, while web-portal based foundation was developed for the demand and supply sides of labour on a real-time basis by providing current information on, among others, the matching of available skills with existing employment opportunities. In phase two, the purpose will focus on the collation of all the data pertaining to labour market, industries, and other sectors of the economy, to facilitate evidence-based policymaking. It will also include features for national stakeholder to collect information on private sector industries as well as guided support for jobseekers to define their qualifications and skillset. In phase two, it is envisioned to provide initial recommendations on ways to capture and include foreign labour force in the LMIS. In order to help the Libyan migrant population in making decisions related to professions and in finding employment relevant to their respective skills-set.

#### **2. Objective**

The objective is to improve the capacity of national stakeholders to produce accurate and timely information for better management of labour migration, IOM will provide support to the Libyan Government in developing a comprehensive Labour Market Information System (LMIS). The system works on both the demand and supply sides of labour on a real-time basis by providing current information on, among others, the matching of available skills with existing employment opportunities, the collation of all the data pertaining to labour market, industries and other sectors of the economy, to facilitate evidence based policy-making. It would also help the Libyan migrant

population in making decisions related to professions and in finding employment relevant to their respective skills-set.

### **3. Scope of Work**

- To facilitate the recruitment process by providing the Employer Portal to Companies, making the job application process more manageable and streamlining the employer's hiring process through LMIS.
- Resume creation for jobseekers/guests using the professional online tool on LMIS.
- Mapping of the key stakeholders of labour market facilitators and potential users of LMIS in Libya, including key government institutions and organizations, policy makers, educational institutions including universities, TVET and certification providers, major employers, industries, and non-Government organizations. Recommend labour market facilitators (recruitment agencies, education and training institutions, career counsellors, academia, and relevant NGOs, etc.) connection via LMIS to provide the Ministry of Labour (MoL) with a holistic overview of labour market dynamics.
- Analyses and integration of relevant MoL system (Wafed platform & Social security sign up) with LMIS.
- Suggestion on reporting/labour market data analysis.
- Mapping end-user training program including system design handover.
- OTP SMS Authentication will be required for the company approval.
- Handover and exist strategy, including comprehensive training plan for the relevant national LMIS counterparts.

### **4. Key deliverables and delivery schedule**

- Define the technology that needs to be used, including development of LMIS ICT Technical Architecture template and platform specification.
- Data provider roles and access requests processed seamlessly and automatically, embedded in the infrastructure, and identify whether Data products automatically accessible.
- Technology selection based on input from the LMIS Steering Committee and following competitive process according to International Data Protection Guidelines, including methodology development cycle to be agreed upon.
- Detail the project deliverables, including system set up (develop IT system), capacity development (train the staff), roll out the system and provide and ad-hoc support over time.
- Create a platform for integration of information related to skills of migrant workers into the LMIS platform.
- Launch and oversee pilot process within designated institution, including support and mentorship for stakeholders involved.
- Final report summarizing status of the LMIS with a roadmap on the way forward.

Detailed deliverable workplan and key milestones will have to be further outlined, yet the general timeline per above phases will be as follow:

<b>Deliverables per Phases</b>	<b>Timeline</b>
1.Preparation /requirement gathering	By 10 <sup>th</sup> March 2022
2. Analysis, Planning and Development	By 20 <sup>th</sup> May 2022
3. Testing and iteration	By 20 <sup>th</sup> June 2022
4. Training	By 15 <sup>th</sup> Aug 2022
5. Support Maintenance and Debugging	Until 15 <sup>th</sup> December 2022

## 5. Role of IOM

- IOM will provide direct supervision to the consultant in carrying out this project.
- Provide available relevant documents and information.
- Review the architecture and design of the LMIS and provide comments on the submitted draft reports of the technical assessment.
- Support in contacting government and other relevant officials for meetings and consultations.
- Monitor and manage the project and the development process
- Review the quality assurance process followed by the Consultant
- Provide the final sign-off on deliverables

## 6. Competencies required

- The incumbent team must include specialists in software engineering and data science with domain expertise in data systems, cloud-based solutions architecture, and data hub structures
- Solid experience in providing Software Quality Assurance (SQA), including Static code analysis (e.g. style conformance checking and dependency analysis), Test coverage, Test and build automation, Code reviews, Technical Documentation, DevOps best practices with a cloud native mindset (e.g. infrastructure as code, CI/CD pipelines)
- The technical team should have a deep understanding of analysing ambiguous data sets and building state-of-the-art machine learning pipelines and software solutions in a resource-constraint context.
- Experience in developing information systems end-to-end, including designing applications in skills building/training in the IT sector
- Culturally sensitive and linguistically capable project and developer team. Proficiency in English and Arabic are a must.
- Good knowledge of labour market, migration, the socioeconomic and political dynamics in Libya as well as extensive experience in livelihoods and employment promotion programming and/or research in a post-conflict context relevant to Libya
- Demonstrated experience in working in inter-agency partnerships, including UN agencies, bilateral donors, government actors and INGOs
- Previous experience in capacity-building of Libyan stakeholders, including Team Leaders with experience in 1:1 support to public sector/government entities
- Demonstrated logistics and administration capacity to deliver field work in Libya, including for the purposes of carrying out data collection with national stakeholders



- Access to local actors and grass-root organisations relevant to the labour market will be considered an asset
- A demonstrated understanding and analytical capacity in the identification of issues relating to the indicators of performance in development projects
- Excellent report writing and presentation skills and ability to meet strict budgets and deadlines

#### **7. Performance indicators for evaluation of results**

- Coordination of meetings, outline of project goals and outcomes of meetings.
- Quality of the Labour Market Assessment (e.g. sound research methodology, clear and clean texts, adherence to the policy discussion, and level of innovation);
- Punctuality of the submission of the deliverables.
- Level of adherence to the objectives;
- Periodic and regular update on the progress of the study provided to IOM;
- Attendance and quality of the presentation made at the country level meetings/workshops

#### **8. Delivery schedule**

The timeframe for this assessment is 10 months (including time for IOM review, feedback, and presentation of the findings to relevant stakeholders).

#### **9. Ownership of outputs and data**

All reports and data prepared by contractor in connection with the services performed under this ToR shall be the sole property of IOM and shall not be used by contractor in connection with any other activity.