

**REQUEST FOR PROPOSALS**  
(PROCUREMENT OF SERVICES)

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**SERVICES FOR**

*Development of a Labour Migration Governance Strategy for Libya*

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**REF# LY21-111**

**Prepared by**

*IOM Libya*

*27 April 2021*



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



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## Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire **an agency to Develop a Labour Migration Governance Strategy for Libya** for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/Consulting Firms to provide Technical and Financial Proposal for the Services below. More details on the services are provided in the attached Terms of Reference (TOR).

Deliverables	
A.	Conduct a brief desk review specifically focused on Labour Migration Governance in Libya's context, including review of IOM's carried out work in this regard.
B.	Develop structure and facilitate two consultation workshops with relevant Libyan counterparts in close collaboration with IOM. One workshop as inception phase and the final one to present strategy document. This to include development of Term of Reference and conceptualization of two consultation workshops, including agenda, concept note and suggested list of counterparts to participate in these workshops.
C.	Develop Labour Migration Governance Strategy document, which entails a long-term strategy document and a 5-year roadmap for implementation.
D.	A detailed consultancy report – with clearly defined actions and outputs along with recommendation for potential avenues for IOM to support the realization of the strategic objectives.

The Service Provider /Consulting Firm will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Form Section IV.
- Terms of Reference

The Proposals must be delivered through e-mail to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or *before 14 May 2021*. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms.

### 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.

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## **Section I - Instructions to Service Providers/ Consulting Firms**

### **1. Introduction**

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities, and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section IV. Terms of Reference).

### **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
  - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
  - Collusive practice is an undisclosed arrangement

between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

### **4. Clarifications and Amendments to RFP Documents**

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP.

4.2 Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) and [cyahya@iom.int](mailto:cyahya@iom.int) at least *One (1) calendar day* before the set deadline for the submission and receipt of Proposals.

### **5. Preparation of the Proposal**

5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:

- a) the Technical Proposal, and
- b) the Financial Proposal.

5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in *English*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *English*.

- 53 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

## 6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
- a) Proposed professional staff must, at a minimum, have the experience of at least *three (3) years*,
  - b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
  - c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 4 (Section II).
- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-1), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
  - b) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-4) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *three (3) years*.
  - c) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-3).
  - d) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.
  - e) A description of the approach, methodology and work plan for performing the assignment (TPF-2). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7).
- 6.3 The technical proposal shall not include any financial information.

## 7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall

follow the Financial Proposal Standard Forms FPF 1 (Section III).

7.2 The Service Provider/ Consulting Firm may be subject to local taxes on amounts payable under the Contract. Taxes shall be included in the sum provided in the Financial Proposal, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

7.3 Service Providers/ Consulting Firms shall express the price of their services in *EUR*.

7.4 The Financial Proposal shall be valid for *90 calendar days*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

## **8. Submission and Opening of Proposals**

8.1 The Service Providers/ Consulting Firms shall submit one electronic copy of the Proposal. The Proposals must be delivered through e-mail on or *before 14 May 2021*. *Any e-mail that is more than 10Mb should be divided and send as multiple e-mails due to server restrictions. Online file sharing methods can be also used to share the files in addition to the emails.*

8.2 E-mail subject of proposals should be “*LY21-111 ‘Company Name’*” for easy tracking. Proposals without the reference number might be rejected by the e-mail servers.

8.3 Proposals must be received by IOM through [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) e-mail address on or before *18 May 2021*. Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by IOM shall be declared “Late,” and shall not be accepted by the IOM.

8.4 After the deadline for the submission of Proposals, all the Proposal shall be opened first by the Procurement Unit.

## **9. Technical Evaluation**

9.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than twenty-one (21) calendar day after the deadline for receipt of proposals.

9.2 The Procurement Unit shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.

9.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is

70%.

9.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

	<u>Points</u>
(i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment:	[20]
(ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference:	
a) Technical approach and methodology	[25]
b) Work plan	[25]
c) Organization and staffing	[15]
Total points for criterion (ii):	[65]
(iii) Key professional staff qualifications and competence for the assignment:	
Total points for criterion (iii):	[15]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

1) General qualifications	20%
2) Adequacy for the assignment	65%
3) Experience in region and language	15%
Total weight:	100%

The minimum technical score  $S_t$  required to pass is: 70 Points

9.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm and Terms of Reference (TOR);

## 10. Financial Evaluation

10.1 IOM shall notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score.

10.2 The Procurement Unit shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.

10.3 The Procurement Unit will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.

10.4 The Financial Proposal of Service Providers/ Consulting Firms who passed the

qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula :

$$Sf = 100 \times F1 / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

F1 - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## 11. Negotiations

- 11.1 The aim of the negotiation is to reach agreement on all points and sign a contract. The expected date and address for contract negotiation will be shared after the financial proposal opening.
- 11.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by IOM; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. IOM shall prepare minutes of negotiation which will be signed both by IOM and the Service Providers/ Consulting Firms.
- 11.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 11.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, IOM expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, IOM shall require assurances that the experts shall be actually available. IOM will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that staff were referred in their proposal without confirming

their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.

11.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.

11.6 The negotiations shall conclude with a review of the draft form of the Contract. To complete negotiations, IOM and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the IOM shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

## **12. Award of Contract**

12.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.

12.2 The Service Provider/ Consulting Firm is expected to commence the assignment as soon as possible.

## **13. Confidentiality**

13.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

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**Section II – Technical Proposal Standard Forms**

**TPF – 1: Service Providers/ Consulting Firms Organization**

*[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]*

**TPF – 2: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

*[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]*

**TPF-3: Activity (Work) Schedule**

<b>A. Field Investigation and Other Activities</b>														
No.	Activity/Work Description	<i>Duration</i>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
1														
2														
3														
4														
5														

**B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

#### TPF – 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_  
\_\_\_\_\_

#### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

#### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

#### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

#### Languages:

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

\_\_\_\_\_

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

**Section III. Financial Proposal - Standard Forms**

**FPF-1: Financial Proposal Submission Form**

*[Location, Date]*

To: *IOM Procurement Unit*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## **Section IV. Terms of Reference**

### **1. Background**

Long term, regular migration not only provides economic opportunities for migrants and their families, but also fuels economic growth in the country where they live and work. Labour Mobility and Human Development Unit in IOM Libya continues to support the Ministry of Labour and Rehabilitation (MoL) by implementing several initiatives to promote good migration governance in Libya. The ongoing Labour Market Assessment (LMA) will identify the structural dynamics of employment in the labour market in Libya and highlight key challenges related to accessing decent and productive employment for migrant workers and host communities alike. The findings of the assessment will also feed into the establishment of an online, web-based Labour Market Information System (LMIS) to act as a single-window platform to aggregate information on supply and demand of labour to improve information flow, and consequently allow for better matching of demand and supply of skills in the labour market in Libya. A feasibility study on the establishment of such a system was completed in 2020 and has provided valuable insights into the opportunities and challenges for aggregating LMI in Libya. In addition, for the enhancement of employable vocational skills, IOM is assisting Libyan authorities in overhaul of the curriculum of selected vocational qualifications across Libya.

It is envisaged that each of the above components will contribute to supporting MoL in developing a strategic plan on labour migration governance. The objective of developing this plan is to demarcate a 10-year strategic vision accompanied by a 5-year detailed roadmap to guide the Ministry of Labour in streamlining and improving labour migration governance in the country. In addition, a set of recommendations need to be developed to guide IOM in supporting the government in realizing the strategic vision.

To ensure that the process is inclusive and has stakeholder ownership, IOM will be supporting MoL in convening a series of meetings/workshops with the overall objective of identifying priorities for labour migration management in Libya and establishing specific objectives.

The selected Consultant/team is required to work closely with the LHD Programme Manager, to provide expert advice to officials of the MoL and other relevant stakeholders on trends, standards and practices in international labour migration, or relevance to the Government's efforts to develop effective strategies in the domain of labour migration governance. The Consultant/team will also be required to support the conceptualization including the development of the concept note, agenda, reading materials, facilitation and drawing of key insights from the stakeholder meetings as well as liaising with Technical Working Group to review and advise of the strategy document.

### **2. Description of the assignment**

#### **2.1 Objective**

The objective of this consultancy is to gain insights from key stakeholders and develop a 10-year labour migration governance strategy to guide the Ministry of Labour in Libya.

It is expected that this objective will be fulfilled in three phases:

	<ol style="list-style-type: none"> <li>1) Conceptualization and delivery of one stakeholder consultation workshop: to bring together key stakeholders to set priorities and objectives.</li> <li>2) Drafting of the (1) long-term strategy document, (2) 5-year roadmap for implementation and (3) recommendations for potential avenues for IOM to support the realization of the strategic objectives.</li> <li>3) Conceptualization and delivery of the final stakeholder consultation workshop to consolidate feedback and validate the documents.</li> </ol>
2.2 Requested services	<p>The consultant (team) will carry out the following activities:</p> <ol style="list-style-type: none"> <li>1. Conduct a brief desk review specifically focused on the recently finalized Labour Market Assessment, LMIS feasibility study, Migration Governance Manual along with any other relevant material.</li> <li>2. Develop structure and facilitate two consultation workshops with relevant Libyan counterparts in close collaboration with IOM. One workshop as inception phase and the final one to present the document, ensure stakeholder buy-in and validate the strategy</li> <li>3. Drafting of the (1) long-term strategy document, (2) 5-year roadmap for implementation and (3) recommendations for potential avenues for IOM to support the realization of the strategic objectives.</li> </ol>
2.3 Deliverables	<p>The consultant is required to provide IOM the following deliverables:</p> <ol style="list-style-type: none"> <li>1. Develop ToR/structure, agenda, concept note and suggested list of participants for mentioned workshops.</li> <li>2. Facilitate two workshops with relevant Libyan counterparts.</li> <li>3. Developed 1) long-term strategy document, (2) 5-year roadmap for implementation and (3) recommendations for potential avenues for IOM to support the realization of the strategic objectives.</li> </ol>
2.4 Location and duration	<p>It is envisaged that this assignment will take maximum 30 days over 4 months. The assignment is expected to start on 01<sup>st</sup> June 2021 and should be completed no later than 30<sup>th</sup> July 2021</p>

### 3. Performance indicators for evaluation of results

- Coordination of meetings, outline of project goals and outcomes of meetings;
- Adaptability and flexibility based on programmatic needs
- Quality of the report (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;
- Attendance and quality of the presentation made at the country level meetings/workshop

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

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