

BIDDING DOCUMENTS
(*PROCUREMENT OF SERVICES*)

IOM Egypt

SERVICES FOR
Research on Means to
Improve Human Mobility Channels

Prepared by



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

47C Abou El-Feda Street
Zamalek, 11211, Cairo, Egypt

13 September 2018

Section I. Invitation Letter



47C Abou El-Feda Street, Zamalek, 11211, Cairo, Egypt

Letter of Invitation

The International Organization for Migration (hereinafter called IOM) intends to hire Service Providers/ Consulting Firms for *research activities on the means to improve human mobility channels* for which this Request for Proposals (RFP) is issued.

The IOM through the Bids Evaluation and Awards Committee (hereinafter called BEAC) now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: *research activities on the means to improve human mobility channels*. More details on the services are provided in the attached Terms of Reference (TOR).

The consulting firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

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

The Proposals must be delivered by hand or through mail to the BEAC with office address at *47C Abou El-Feda Street, Zamalek, 11211, Cairo, Egypt* or via email using iomegbids@iom.int on or *before 16 October 2018 at 5pm (GMT +2)*. No late proposal shall be accepted.

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

Section II. Instructions to Service Providers/ Consulting Firms/

1. Introduction

- 1.1 Potential Service Providers/ Consulting Firms are invited to 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 Service Provider/ Consulting 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 Provider/ Consulting Firm 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 Provider/ Consulting Firm 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 Provider/ Consulting Firm.
- 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 V. 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 any thing 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. Any amendment made will be re-advertised.
- 4.2. Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent by email at iomegbids@iom.int at least 2 *calendar days* 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.
- 5.3 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) If a Service Provider/ Consulting Firm deem that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other Service Providers/ Consulting Firms or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/ Consulting Firms may associate with the other Service Providers/ Consulting Firms. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- 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.
- d) Proposed professional staff must, at a minimum, have the experience of at least five years, preferably working under conditions similar to those prevailing in the country of the assignment.

6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to 8 (Section III).

- a) A brief description of the Service Provider/ Consulting Firm organization and an outline of recent experience on assignments of a similar nature (TPF-2A and TPF-2B), 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) A description of the approach, methodology and work plan for performing the assignment which shall be in line with IOM's needs as well as defined key performance indicators and evaluation criteria (TPF-3). An organization chart indicating relationships among the Service Provider/ Consulting Firm and any associate(s), IOM, and other parties or stakeholders, if any, involved in the assignment. The work plan should be consistent with the work schedule (TPF-8)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-5).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-6) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last two years.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-7). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work schedule (TPF-8).
- g) Reference letters from other beneficiaries and samples of previous reports produced (included as attachments).
- h) Service Provider valid registration documents included as attachments (e.g: Commercial Registration and Tax Card).
- i) Signed and stamped Vendor Information Sheet Form (Section VII)

6.3 The technical proposal shall not include any financial information.

6.4 A digital copy of the technical proposal is desirable along with the hard copy

7. Financial Proposal

- 7.1 In preparing the Financial Proposal, Service Providers/ Consulting Firms 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 and FPF 3 (Section IV).
- 7.2 The Financial proposal shall include sufficient details and itemized budget on all costs associated with the assignment, including description of services, unit and total prices, and the terms of payment (FPF-3). All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 7.3 If the Service Provider/ Consulting Firm is subject to local taxes on amounts payable under the Contract. Taxes must be included in the sum provided in the Financial Proposal.
- 7.4. Service Providers/ Consulting Firms shall express the price of their services in Egyptian Pounds (EGP).
- 7.5 The Financial Proposal shall be valid for 90 calendar days of submission. 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.
- 7.6 A breakdown of payments by deliverables (as indicated in section V) shall be included in the financial proposal
- 7.7 A digital copy of the financial proposal is desirable

8. Submission, Receipt, and Opening of Proposals

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.
- 8.3 The Service Providers/ Consulting Firms shall submit one original and one copy of the Proposal. Each Technical Proposal and Financial Proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 8.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL." Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the project.
- 8.5 Proposals must be received by IOM at the place, date and time indicated in the invitation to submit proposal or any new place and date established by the IOM. 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 and returned unopened.

8.6 After the deadline for the submission of Proposals, all the Technical Proposals shall be opened first by the BEAC. The Financial Proposal shall remain sealed until all submitted Technical Proposals are opened and evaluated. The BEAC has the option to open the Financial Proposal publicly or not.

9. Evaluation of Proposals

9.1 After the Proposals have been submitted to the BEAC and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any BEAC member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence IOM in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Provider/ Consulting Firm Proposal.

10. Technical Evaluation

10.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than thirty (30) calendar days after the deadline for receipt of proposals.

10.2 The BEAC 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, 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.

10.3 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 (St) which is 70 points.

10.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria:

Criteria		Points
(i)	Specific experience of the Service Providers/ Consulting Firms relevant to the assignment	
Total points for criterion (i):		30
(ii)	Adequacy of the proposed methodology and work plan in response to the Terms of Reference:	
a)	Technical approach and methodology, key performance indicators and evaluation criteria	20
b)	Realistic budget that outlines all relevant expected expenses	20
c)	Work plan	20
d)	Organization and staffing capacity and expertise.	10
Total points for criterion (ii):		70

Please note that the Service Providers/ Consulting Firms who are capable of showing a gender balance in the company hierarchy as well as migrant labor may be awarded extra points.

10.5 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);

Only shortlisted Service Providers/ Consulting Firms may be contacted for further interviews.

11. Financial Evaluation:

- 11.1 After completion of the Technical Proposal evaluation, IOM shall notify those Service Providers/ Consulting Firms whose proposal did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after the completion of the selection process.
- 11.2 IOM shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score. IOM reserves the right to open the Financial Proposals publicly - in the presence of the Service Provider/ Consulting Firm representatives who choose to attend - or not.
- 11.3 The BEAC shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.
- 11.4 The BEAC 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.
- 11.5 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 :

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

Where:

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

FI 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 = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)

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

The Service Provider/ Consulting Firm achieving the highest combined technical and financial score will be invited for negotiations.

12. Negotiations

- 12.1 The aim of the negotiation is to reach agreement on all points and sign a Service Agreement.
- 12.2 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 plan 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 Agreement. IOM may prepare

minutes of negotiation which will be signed both by IOM and the Service Provider/ Consulting Firm.

- 12.3 The financial negotiations will include clarification/negotiation on the terms of payment.
- 12.4 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 an Agreement 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 Agreement 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.
- 12.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Agreement.
- 12.6 The negotiations shall conclude with a review of the draft form of the Agreement which forms part of this RFP (Section VI). To complete negotiations, IOM and the Service Provider/ Consulting Firm shall initial the Agreement. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate an Agreement. 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.

13. Award of Contract

- 13.1 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 may promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.
- 13.2 The Service Provider/ Consulting Firm is expected to commence the assignment on June 2018.

14. Confidentiality

- 14.1.1 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.

Section III. Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *[Chairperson Name and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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:

TPF-2A: Service Provider/ Consulting Firm/Individual Consultant's Organization

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

TPF-2B - Service Provider/ Consulting Firm's Experience

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in EGP or USD):
Name of Associated Service Providers/ Consulting Firms , If Any:		Nº of Months of Professional Staff Provided by Associated Service Providers/ Consulting Firms :
Narrative Description of Project:		
Brief description about the Service Provider/Consulting Firm		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

TPF-3: Description of the Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical proposal. The Consultant is suggested to present the Technical Proposal using the following:

- a) Technical Approach and methodology
 - b) Work Plan and
 - c) Organization and Staffing
- a) **Technical Approach and Methodology.** In this section the Service Provider/ Consulting Firm should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. The Service Provider/ Consulting Firm should highlight the problems being addressed and their importance, and explain the technical approach that would be adopted to address them, in line with IOM's needs. The Service Provider/ Consulting Firm should also state key performance indicators and evaluation criteria and explain the methodologies being proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this section the Service Provider/ Consulting Firm should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the IOM, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The Work Plan should be consistent with the Work Schedule (TPF-8).
- c) **Organization and Staffing.** In this section the Service Provider/ Consulting Firm should propose the structure and composition of the team. Main disciplines of the assignment should be listed, the key expert responsible, and the proposed technical and support staff.

TPF-5: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TPF-6: 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.

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

Full name of staff member: _____

Full name of authorized representative: _____

TPF-7: Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1) _____
															Subtotal (2) _____
															Subtotal (3) _____
															Subtotal (4) _____

Full-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Part-time: _____

Signature of Authorized Representative: _____
 Full Name: _____
 Title : _____

TPF-8: Activity (Work) Schedule

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

Section IV. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Name of Chairperson and address of IOM Mission]*

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:

FPF-3: Breakdown of Costs

#	Description of the Services	Unit Measure	QTY	Unit Price	Total Price
				Grand Total	

Terms of Payment		
#	Milestone	Amount to be paid

Authorized Signature:
 Name and Title of Signatory:

Terms of Reference

1. Context

During the past decade, the increasing irregular migration trends towards the Mediterranean have been a major cause of contention within the migration debate. Most of the migrants who try reaching Europe through irregular channels are exposed and vulnerable to exploitation along migration routes. The prevention of irregular migration and the protection of migrants from human trafficking, along with the facilitation of regular mobility channels and migrants' integration into European communities are among the top priorities of the Organisation for Economic Co-operation and Development (OECD) and the Middle East and North African (MENA) countries including Egypt.

According to the 2017 Trafficking in Persons (Tip) Report by the U.S. Department of State, Egypt is recognized as "a source, transit, and destination country for man, women, and children subjected to forced labor and sex trafficking." In the past decade, the number of Egyptian citizens who decided to migrate irregularly has increased dramatically due to the lack of job opportunities and increasing demographic growth. In the upcoming years, the emigration rates are forecasted to continue to rise given the increase of unemployment, the lack of livelihood opportunities for Egyptian citizens, and the projections of population growth, which are expected to exceed 200 million by 2100 in a zero-migration scenario.

Therefore, there is a pressing need to formulate sound migration policies to properly plan and manage migration flows to protect migrants vulnerable to irregular migration, and strengthen national capacities to implement safe, orderly, and regular human mobility schemes.

2. Background

Labour mobility remains a key solution to the demographic and labour market increasing demands and challenges faced in both North African countries and European countries. Several studies have shown how OECD countries will nearly double their dependency ratio by 2060 and experience a dramatic decline of their Working Age Population (WAP). The burden of social expenditures and the structural shortage of labour resulted from an increasingly aging population is leading European countries to consider opening their doors to young working migrants and integrate them through labour mobility schemes, whether they are short term e.g. circular migration and/or long-term.

On the other hand, some North African countries such as Egypt, are experiencing a rapid demographic increase as opposed to European counterparts. Meanwhile, the economies of some countries are unable to expand and grow with a matching rate to their population and absorb such demographic growth. For instance, the Egyptian population expected to increase by more than 1.5 million people per year, of which only 750,000 jobs may be created.

Given the challenges faced domestically and the financial gain involved in migrating to countries with higher incomes, the number of Egyptians living and working abroad is expected to increase in the following decades. Expatriates represent a wealth of human capital to their countries of origin and can contribute significantly to their economies, in addition to strengthening the ties between host and origin communities, and may even facilitate the integration of migrants.

In order to attain the positive outcomes of labour migration, it has to be driven and governed by sound legislations and practices. Amongst such regulations, and to curb irregular migration and

associated risks of human trafficking, are the regular mobility channels and the facilitation of the ethical recruitment of migrants.

In an effort to enhance human mobility opportunities and prevent irregular migration, IOM Egypt has been working closely with national as well as international stakeholders to avail relevant and reliable data aimed at informing decision makers to a) improve national capacities to strengthen labour migration management including advanced protection and prevention efforts to populations at risk of irregular migration, and b) facilitate dialogue on potential mobility schemes.

3. Objectives

The objective of the research activities envisioned under this RFP is to guide policy makers with regard to means for strengthening the sphere of protection for vulnerable youths at risk of irregular migration, especially in Egypt, by providing information on labour migration as a prevention mechanism for irregular migration and human trafficking;

1. Skills gaps in selected number of European labour markets;
2. Overarching Vocational Education and Training (VET) policies that govern and/or may affect the mobility of labour between the northern and southern shores of the Mediterranean;
3. The degree of effectiveness of established mobility schemes between Egypt and the EU;
4. Compatibility of legislative frameworks of countries of origin and countries of destination (North Africa and EU); and the degree to which they can contribute to facilitating labour mobility;
5. Existing integration policies and recruitment practices and their impact on harnessing the potentials of migrant workers (in terms of addressing labour market gaps and skills utilization);
6. The impact of Egyptian expatriates networks on the recruitment of and the integration of Egyptian migrants, as well as the degree to which they impact the outcomes of the existing labour migration routes;
7. And evaluation of the existing circular migration schemes on the development of migrants' skills.

4. Scope of the Services

In consultation with IOM Egypt, and after agreeing on the specific scope of each study, the research methodologies shall use - where applicable- a combination of different methods of primary and secondary data collection i.e. desk review, interviews, surveys, and/ or questionnaires with relevant stakeholders. Furthermore, studies should conclude with action-oriented, and policy level recommendations, as the findings of the studies shall enable IOM Egypt to advise on the formulation of sound policy suggestions, and guide country programming.

5. Overall Timeframe and duration

The implementation of the aforementioned activities will span over a period of 12 months, starting May 2018 until June 2019.

6. Deliverables

The following table depicts the tasks, deliverables and the timeframe envisioned for the study. It is worth mentioning that this is to guide the service provider in presenting a complete proposal and work plan for their assignment. Delays will not be accepted unless a two-week prior notification and justification to IOM is provided and approved.

Task	Deliverable	Date of delivery
1. Propose a work plan, in consultation with IOM Egypt depicting the delivery date of each paper.	An annual work plan, including the topics, methodology of each study, proposed tools to be used, and timeframe.	Three weeks from the signature of the contract (July 2018)
2. Present to IOM findings of the first and the second research papers, and integrate IOM's feedback	Presentation on main findings, recommendations, and final papers reflecting IOM feedback.	October 2018
3. Present to IOM findings of the third and fourth research papers, and integrate IOM's feedback	Presentation on main findings, recommendations, and final papers reflecting IOM feedback.	February 2018
4. Present to IOM findings of the fifth and sixth research papers, and integrate IOM's feedback	Presentation on main findings, recommendations, and final papers reflecting IOM feedback.	April 2019
5. Present to IOM findings of the seventh research papers, and integrate IOM's feedback	Presentation on main findings, recommendations, and final paper reflecting IOM feedback.	June 2019

Section VII: Vendor Information Sheet



International Organization for Migration (IOM)
The UN Migration Agency

VENDOR INFORMATION SHEET (VIS)

Name of the Company _____

Address Leased Owned Area: _____ sqm

House No _____
Street Name _____
Postal Code _____
City _____
Region _____
Country _____

Contact Numbers/Address

Telephone Nos. _____ Contact Person: _____
Fax No. _____
E mail Address _____ Website: _____

Location of Plant/Warehouse Leased Owned Area: _____ sqm

Business Organization Corporation Partnership Sole Proprietorship

Business License No.: _____ Place/Date Issued: _____ Expiry Date _____

No. of Personnel _____ Regular _____ Contractual/Casual _____

Nature of Business/Trade

- Manufacturer Authorized Dealer Information Services
- Wholesaler Retailer Computer Hardware
- Trader Importer Service Bureau

Site Development Construction Consultancy Others _____

Number of Years in business: _____

Complete Products & Services

Payment Details

Payment Method Cash Check Bank Transfer Others

Currency Loc.Currency USD EUR Others

Terms of Payment 30 days 15 days 7 days upon receipt of invoice

Advance Payment Yes No % of the Total PO/Contract

Bank Details:

Bank Name _____
Bldg and Street _____
City _____
Country _____
Postal Code _____
Country _____
Bank Account Name _____
Bank Account No. _____
Swift Code _____
Iban Number _____

Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever provided products and/or services to any mission/office of IOM?

Yes No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased
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Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

Trade Reference

Company	Contact Person	Contact Number
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Banking Reference

Bank	Contact Person	Contact Number
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REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		N/A
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		N/A
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 2 years		
6	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, any certificate for the purpose, indicating name, complete address and contact details)		N/A
7	Catalogues/Brochures		N/A
8	List of Plants/Warehouse/Service Facilities		N/A
9	List of Offices		
10	Quality and Safety Standard Document / ISO 9001		N/A
11	List of all contracts entered into for the last 2 years (indicate whether completed or ongoing)		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		N/A
13	For Construction Projects: List of machines & equipment (<i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i>)		N/A

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

Received by:

Signature

Signature

Printed Name

Printed Name

Position/Title

Position/Title

Date

Date

FOR IOM USE ONLY

Purchasing Organization _____

Account Group _____

Industry 001 002 003

where 001 - Transportation related to movement of migrants
002 - Goods (e.g. supplies, materials, tools)
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type Global Local