

# IOM INDONESIA

## CALL FOR EXPRESSION OF INTEREST (CEI)

### 1. Timeline

CEI Reference number	4200468498
Posted (date)	16 May 2023
Clarification Request Deadline	24 May 2023
Application Deadline	31 May 2023
Notification of Results	7 June 2023
Implementation Start Date	19 June 2023
Implementation End Date	31 December 2024

### 2. Locations

Indonesia with targeted locations to be selected among geographic areas experiencing climate-related environmental changes leading to new human mobility dynamics.

### 3. Sector(s) and area(s) of specialization

Thematic Issues: Migration, Climate Change, Environmental Degradation, Community Resilience

Technical expertise: quantitative and qualitative data analysis, research, reporting and model development.

### 4. Issuing Agency

IOM

### 5. Project Background

Since September 2022, IOM Indonesia with support from the U.S. Department of State: Bureau of Population, Refugees and Migration (PRM), has been implementing the twelfth phase of the Asia Regional Migration Program. The program's overall goal is for governments in the region, including the Government of Indonesia (GOI) to have enhanced capability to manage migration in a sustainable and humane manner. The program attempts to address migration-related challenges and further support the GOI through support to policy-making, effective multi-stakeholder coordination, and enhanced capacity for effective response in crisis context through three objectives:

- 1) The government of Indonesia and other key stakeholders develop, adopt, and implement improved policy and legal frameworks, organizational structures, and practices on migration.
- 2) National and local actors leverage and foster multi-stakeholder partnerships to effectively coordinate responses to migration.
- 3) The government of Indonesia and other key stakeholders demonstrate increased knowledge and capacity to consistently and effectively anticipate, prepare for and respond to migration flows relating to emergency and crisis contexts.

To contribute to the achievement of Objective 1 under the program, IOM intends to support the Government of Indonesia in understanding better the inflow and outflow migration trend, prevalence, and patterns for

enhanced migration policy making and implementation. Given Indonesia's geographical diversity, environmental challenges exacerbated by climate change are equally diverse. The link between climate change, disasters, and both voluntary or forced migration remain underexplored and are not captured in nation-wide representative data. For example, mobility as a possible response to environmental changes has been observed in the following migrant workers sending provinces: a) Central Java Province where coastal communities are affected by coastal and flooding, and land subsidence; 2) East Nusa Tenggara Province where women and men migrate to work overseas due to the long drought that adversely affects agricultural production; and 3) coffee farmers in South Sulawesi experiencing rainfall decline that severely impacts coffee yields and qualities, and thus affects households' incomes and migration decisions.

In these areas, women are disproportionately affected by climate change. In Indonesia, the agricultural sector absorbed 35.9 per cent of the total labor force and contributed 14.7 per cent to the national GDP in 2012. Women are involved in all activities in the agricultural sector, such as farming, animal husbandry, and fisheries. However, women in agriculture are marginalized and often have little access to financial resources, knowledge, and technology to improve their crop yields and livelihood. With the increasing adverse impacts of environment and climate change, women are put in increasingly vulnerable situations. For example, in the land of East Nusa Tenggara, some women who have migrated overseas due to failed crops production and loss of livelihoods have fallen victim to human trafficking. Furthermore, women's access to livelihood opportunities may have worsened due to the socio-economic impact of the COVID-19 pandemic. Both seasonal and permanent migration have been preferred means for Indonesians to respond to economic, social, and environmental adversities. Several studies have been undertaken to capture the extent of which climate-change induced human mobility has occurred in several high-risk provinces in Indonesia. However, the lack of a comprehensive model to analyze human mobility considerations that result from environmental changes poses a limitation to the inclusion of human mobility in national climate change adaptation strategy and policy. In turn, this creates a limitation to national and local risk reduction and adaptation initiatives that cannot be fully achieved without considering human mobility.

Against this backdrop, under the program, IOM, in collaboration with the implementing partner, will build on existing research and data, and approach communities in Indonesia affected by slow-onset environmental changes to identify the key socio-economic determinants of affected households' climate adaptation strategies, including migration. Building upon these and with reference to IOM's conceptual approach on the drivers of migration and displacement, IOM will support the government in developing a model to identify key drivers of human mobility linked to the adverse impacts of environmental changes. The model will be tested and refined to inform policy and programming recommendations that will be produced with relevant government and non-government institutions, including NGOs, academia and affected communities.

## **6. *Expected Results***

The selected implementing partner will be expected to collaborate closely with IOM in delivering the following activities and results:

### **Year 1 (June 2023 – August 2023)**

Output 1: Identify the key socio-economic determinants of affected households' climate adaptation strategies.

Expected activities that lead to Output 1:

- Activity 1.1 Identify in agreement with IOM at least two locations presenting a context relevant to the study and different environmental challenges.
- Activity 1.2 Map existing research and data covering the selected locations and conduct a desk study that outlines local environmental changes, the impact on the communities, the local socio-economic profile and information on formal and informal adaptation strategies, including mobility.
- Activity 1.3 Conduct community-level field research on the impacts of environmental changes to the community, households' socio-economic profile, and households' choices and priorities in

response to environmental changes. If relevant, conduct follow on field research with households or individuals that migrated from the selected location.

## **Year 2 (September 2023 – June 2024):**

Output 1: Identify the key socio-economic determinants of affected households' climate adaptation strategies.

Expected activities that lead to Output 1:

- Activity 1.4 Identify, in agreement with IOM, at least two additional locations presenting a context relevant to the study and different environmental challenges that are complementary to year 1 locations.
- Activity 1.5 Map existing research and data covering the selected locations and conduct a desk study that outlines local environmental changes, the impact on the communities, the local socio-economic profile and information on formal and informal adaptation strategies, including mobility.
- Activity 1.6 Conduct community-level field research on the impacts of environmental changes to the community, households' socio-economic profile, and households' choices and priorities in response to environmental changes. If relevant, conduct follow on field research with households or individuals that migrated from the selected location.

Output 2: Support the government to develop a national-level model to identify key drivers of human mobility linked to the adverse impacts of environmental changes.

Expected activities that lead to Output 2:

- Activity 2.1 Analyze findings around the socio-economic determinants of households' climate adaptation strategies across all locations targeted by the research to identify common trends and similar behavior in similar circumstances.
- Activity 2.2 Develop a national-level data model interlinking environmental changes, socio-economic determinants and climate adaptation choices.
- Activity 2.3 Conduct testing and validation of the model both in locations targeted by the research and in other locations experiencing similar challenges.
- Activity 2.4 Employ the model to estimate the prevalence of migration as a climate adaptation strategy depending on local conditions.

## **Year 3 (July 2024 – December 2024):**

Output 3: In close cooperation with IOM, develop policy and programming recommendations to the Government of Indonesia at national and local level to address slow-onset disaster induced migration.

Expected activities that lead to Output 3:

- Activity 3.1 Engage relevant national and local government counterparts and other partners in consultations to identify the key policy and operational recommendations based on the evidence generated by the model.
- Activity 3.2 Produce a draft policy and programming recommendation document on human mobility in slow-onset disaster settings.
- Activity 3.3 Conduct a validation workshop and finalize the draft according to the feedback received.

## 7. Indicative Budget

- Year 1 – Output 1 (June – August 2023): USD 10,000 (all-inclusive)
  - Terms of Payment:
    - 30% upon signing of agreement and completion of activity 1.1
    - 70% upon completion of activities 1.2 and 1.3
- Year 2 – Output 1 and 2 (September 2023 – June 2024): USD 25,000 (all-inclusive and subject to IOM funding availability)
  - Terms of Payment:
    - 30% after completion of activities 1.4, 1.5, 1.6
    - 30% after completion of activities 2.1, 2.2
    - 40% after completion of activities 2.3, 2.4
- Year 3 – Output 3 (July 2024 – December 2024): USD 10,000 (all-inclusive and subject to IOM funding availability)
  - Terms of Payment:
    - 35% after completion of activity 3.1
    - 65% after completion of activities 3.2, 3.3

## 8. Other Information

Organization(s) based in Indonesia with branches or presence in locations relevant to the research would be of preference.

## 9. Selection Criteria

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> <li>• Relevance of proposal to achieving expected results;</li> <li>• Quality and coverage of the research methodology and data collection proposed;</li> <li>• Proposal meeting programme requirements, including timeline and budget;</li> <li>• Incorporation of cross-cutting issues in the proposal (community participation, gender and age).</li> <li>• Clarity and completeness of the proposal.</li> </ul>	50
Organizational capacity and relevant experience	<ul style="list-style-type: none"> <li>• Demonstrated technical expertise on conducting and developing quantitative and qualitative research especially in the field of migration, climate and environmental change, population, and community resilience;</li> <li>• Demonstrated technical expertise in the subject matter;</li> <li>• Demonstrated expertise in project management of similar project scope and size;</li> <li>• Expertise in planning, monitoring, budgeting, communications;</li> <li>• Experience in partnering with institutions relevant for this research and experience in working with disaster affected communities;</li> <li>• Experience in conducting community-level activities following principles of inclusion, participation, diversity, accountability.</li> </ul>	40
Other	<ul style="list-style-type: none"> <li>• Replicability/scalability of proposed approaches;</li> <li>• Innovative aspects of the proposed approaches;</li> </ul>	10

## 10. Attachments

Description	URL
ANNEX A – Terms of Reference	Page 8
ANNEX B - Implementing Partner References Checklist	Page 7
ANNEX C - Implementing Partners General Information Questionnaire	Page 11
ANNEX D - Concept Note Template	Page 18
ANNEX G – Declaration of Conformity for Partners	<a href="#">Link</a>
IOM Strategy on Migration, Environment, and Climate Change 2021 - 2030	<a href="#">Link</a>

12 For more information on this partnership opportunity, and to apply, please visit <https://indonesia.iom.int/procurement>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

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

For more information, please contact in writing [Ms. Shafira Ayunindya](mailto:Ms.Shafira.Ayunindya@iom.int) and [Mr. Aditya Wisnu Prakoso](mailto:Mr.Aditya.Wisnu.Prakoso@iom.int) by sending email to [sayunindya@iom.int](mailto:sayunindya@iom.int) CC-ing [aprakoso@iom.int](mailto:aprakoso@iom.int).

### **Expression of Interest submission guidelines**

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at IOM Indonesia, Sampoerna Strategic Square, North Tower, 12A Floor, Jl. Jend. Sudirman Kav. 45-46, no later than 31 May 2023. An electronic copy of the Application shall be submitted through official email, at [sayunindya@iom.int](mailto:sayunindya@iom.int), CC-ing [aprakoso@iom.int](mailto:aprakoso@iom.int). Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelope must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. 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 CEI requirements may be rejected.
5. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner's Authorized Representative; and
  - c. Any other relevant documents
6. 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.
7. The Implementing partner 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.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.

10. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
12. The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).
14. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

## IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in the response to the CEI issued by IOM:

### TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

### TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (\*))

### TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

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

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

### TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents.



### Terms of Reference

Introduction
<p>IOM Indonesia is seeking prospective implementing partner under the Asia Regional Migration Program (ARMP). The implementing partner will be contributing to the data collection, research and desk-studies, and model development of human mobility linked to the adverse impact of climate and environmental changes.</p>
Background
<p>The Asia Regional Migration Program (ARMP), funded by the U.S. Department of State: Bureau of Population, Refugees and Migration (PRM), has a primary goal to support the Government of Indonesia (GOI) enhancing its capability to manage migration in a sustainable and humane manner. The program comprises three outcomes related to 1) Migration Management; 2) Partnerships; 3) Crisis Response.</p> <p>In addition, IOM has developed an Institutional Strategy on Migration, Environment, and Climate Change, 2021-2030 to respond to major changes that have occurred in global, regional, national, and sub-national policy discussions on migration, and climate change and increasingly available evidence and knowledge. The Strategy formulates three Strategic Objectives: 1) “We develop solutions for people to move”; 2) “We develop solutions for people on the move”; 3) “We develop solutions for people to stay”.</p> <p>In relevance with the Strategy and under the first objectives of the program, IOM intends to support the Government of Indonesia in understanding better the inflow and outflow migration trend, prevalence, and patterns for enhanced migration policy making and implementation. Given Indonesia’s geographical diversity, environmental challenges exacerbated by climate change are equally diverse. The link between climate change, disasters, and forms of both voluntary and forced migration remain underexplored and are not captured in nation-wide representative data. This can be observed in the case of the following migrant workers sending provinces: a) Central Java Province where coastal communities are affected by coastal and flooding, and land subsidence; 2) East Nusa Tenggara Province where women and men migrate to work overseas due to the long drought that adversely affects agricultural production; and 3) coffee farmers in South Sulawesi experiencing rainfall decline that severely impacts coffee yields and qualities, and thus affects households’ incomes and migration decisions.</p> <p>In these areas, women are disproportionately affected by climate change. In Indonesia, the agricultural sector absorbed 35.9 per cent of the total labor force and contributed 14.7 per cent to the national GDP in 2012. Women are involved in all activities in the agricultural sector, such as farming, animal husbandry, and fisheries. However, women in agriculture are marginalized and often have little access to financial resources, knowledge, and technology to improve their crop yields and livelihood. With the increasing adverse impacts of environment and climate change, women are put in increasingly vulnerable situations. For example, in the land of East Nusa Tenggara, some women who have migrated overseas due to failed crops production and loss of livelihoods have fallen victim to human trafficking. Furthermore, women’s access to livelihood opportunities may have worsened due to the socio-economic impact of the COVID-19 pandemic. Both temporary and permanent migration have been among the most preferred means for Indonesians to respond to economic, social, and environmental adversities. Based on IOM’s consultation with the National Board for Research and Innovation (BRIN), several studies have been undertaken to capture the extent of which climate-change induced human mobility has occurred in several high-risk provinces and areas in Indonesia. To date, however, human mobility has not been captured or considered in the country’s National Action Plan on Climate Change Adaptation or its implementation. One of the</p>

reasons for this is the lack of representative data and/or information that could inform the scope of the issue at the national level.
Objective
The objective of the project is to contribute to the evidence generation for policy formulation and implementation to address challenges pertaining to climate and environmental changes-induced human mobility in Indonesia.
Proposed interventions
<p>The long-term program will provide funding to support a set of research and activities to collect and gather data and information on the linkage of climate and environmental changes and human mobility, and to, further, generate a nation-wide representative data for policy making.</p> <p>The expected activities for the implementing partner to conduct are:</p> <ul style="list-style-type: none"> <li>• Year 1 (June 2023 – August 2023) <ul style="list-style-type: none"> <li>○ Identify in agreement with IOM at least two locations presenting a context relevant to the study and different environmental challenges.</li> <li>○ Map existing research and data covering the selected locations and conduct a desk study that outlines local environmental changes, the impact on the communities, the local socio-economic profile and information on formal and informal adaptation strategies, including mobility.</li> <li>○ Conduct community-level field research on the impacts of environmental changes to the community, households’ socio-economic profile, and households’ choices and priorities in response to environmental changes. If relevant, conduct follow on field research with households or individuals that migrated from the selected location.</li> </ul> </li> <li>• Year 2 (September 2023 – June 2024) <ul style="list-style-type: none"> <li>○ Continuation of Year 1 Activities covering two additional locations that are complementary to Year 1 locations.</li> <li>○ Analyze findings around the socio-economic determinants of households’ climate adaptation strategies across all locations targeted by the research to identify common trends and similar behavior in similar circumstances.</li> <li>○ Develop a national-level data model interlinking environmental changes, socio-economic determinants and climate adaptation choices.</li> <li>○ Conduct testing and validation of the model both in locations targeted by the research and in other locations experiencing similar challenges.</li> <li>○ Employ the model to estimate the prevalence of migration as a climate adaptation strategy depending on local conditions.</li> </ul> </li> <li>• Year 3 (July 2024 – December 2024) <ul style="list-style-type: none"> <li>○ Engage relevant national and local government counterparts and other partners in consultations to identify the key policy and operational recommendations based on the evidence generated by the model.</li> <li>○ Produce a draft policy and programming recommendation document on human mobility in slow-onset disaster settings.</li> <li>○ Conduct a validation workshop and finalize the draft according to the feedback received.</li> </ul> </li> </ul>
Overarching Outcomes:
Government stakeholders have improved evidence-based information and data to address climate and environmental changes-induced human mobility in Indonesia and to support sound policymaking in reducing forced and irregular migration especially due to the adverse impacts of

climate and environmental changes.
Expected results
<p>Some of the anticipated outputs of the program including:</p> <ul style="list-style-type: none"> <li>• Year 1 (June 2023 – August 2023) <ul style="list-style-type: none"> <li>○ Output 1: Research Report to identify the key socio-economic determinants of affected households’ climate adaptation strategies.</li> </ul> </li> <li>• Year 2 (September 2023 – June 2024) <ul style="list-style-type: none"> <li>○ Output 2: Support the government to develop a national-level model to identify key drivers of human mobility linked to the adverse impacts of environmental changes.</li> </ul> </li> <li>• Year 3 (July 2024 – December 2024) <ul style="list-style-type: none"> <li>○ Output 3: In close cooperation with IOM, develop policy and programming recommendations to the Government of Indonesia at national and local level to address slow-onset disaster induced migration.</li> </ul> </li> </ul>
Partnerships and collaboration
<p>Through the program, the implementing partner would be expected to engage government and non-government stakeholders, especially at the national level and in the local areas where the research would be carried out. Furthermore, engaging with local communities as well as key figures and individuals, who are impacted by the climate and environmental changes in the research areas, is requisite.</p>
Proposed timeline:
<p>The program is comprised of three stages as follows:</p> <ol style="list-style-type: none"> <li>1. Year 1 (June 2023 – August 2023)</li> <li>2. Year 2 (September 2023 – June 2024)</li> <li>3. Year 3 (July 2024 – December 2024)</li> </ol>
Qualification and experience
<ul style="list-style-type: none"> <li>○ Experienced in conducting study on migration, environmental, and climate changes; Experience in developing an evidence and knowledge-based mapping model is preferred.</li> <li>○ Profound knowledge and ample experience in the issue of climate-induced human mobility in Indonesia, climate adaptation plan, community resilience, migration.</li> <li>○ Have existing partnership and/or coordination with key government and non-government stakeholders in the area of climate resilience, climate change adaptation, and migration.</li> <li>○ Organizations that have wide range of geographical presence in Indonesia will be highly considered</li> <li>○ Good understanding of National Action Plan on Climate Change Adaptation and other climate and migration-related regulations</li> <li>○ Proven experience in data collection and evaluation methods (sharing of past related works in the proposal submission is highly suggested)</li> <li>○ Experienced in implementing results-based project management</li> <li>○ Ability to transfer complex concepts/ideas into practical and simple language</li> <li>○ Implementing partner should abide to IOM’s principles and guidelines on Data Protection, Prevention of Sexual Exploitation and Abuse, and Accountability to Affected Population, which will be introduced by IOM project team upon selection.</li> </ul>
Submission of the project proposal
Interested service provider should submit their Application, including the full narrative and financial

proposal by 31 May 2023 to [sayunindya@iom.int](mailto:sayunindya@iom.int) and [aprakoso@iom.int](mailto:aprakoso@iom.int).

Place and deadline for submission of the project: 31 May 2023

--

**Implementing Partners General Information Questionnaire**

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

To download the form: [\[Click Here\]](#)

Call for Expressions of Interest Reference number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

**A. BACKGROUND AND GOVERNANCE**

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

**B. ORGANIZATIONAL STRUCTURE**

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	

How many staff work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
<b>C. EXTERNAL ENGAGEMENT AND INFLUENCE</b>	
<b>Networks and coordination</b>	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
<b>Information and advocacy</b>	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
<b>C. PROGRAMMATIC CAPACITY</b>	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
<b>Does the organization:</b>	
Uphold and abide by the <a href="#">humanitarian principles</a> ?	

Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	
<b>D. FINANCIAL CAPACITY</b>	
What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
<b>Accounting system</b>	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
<b>Financial control</b>	
Does the organization have its own bank account registered in its own name?	

Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
<b>Cost effectiveness</b>	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
<b>E. PROCUREMENT AND SUPPLY CHAIN CAPACITY</b>	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
<b>Procurement</b>	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
<b>Asset and warehouse management</b>	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

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:



---

(Signature)

Name:

Position Title:

Date:

## IOM Implementing Partners Concept Note Template

To download the form: [\[Click Here\]](#)

Section 1. Concept note overview				
Name of prospective partner				
Type of concept note	Response to IOM-issued CEI	<input type="checkbox"/>	Unsolicited concept note	<input type="checkbox"/>
	CEI ID		CEI ID	N/A
Concept note title				
Geographical coverage	<i>Country, province, district</i>			
Population focus	Number and type(s) of direct beneficiaries			
	Number and type(s) of indirect beneficiaries			
Programme duration (in months)				
Programme budget (please indicate currency)	Contribution from prospective partner			
	Contribution requested from IOM			
	Total			

## Section 2. Programme description

## 2.1 Rationale/justification (400 words max)

*Outline the problem statement, the context and the rationale for the programme:*

- *Provide an overview of the existing problem, using disaggregated data from existing reports.*
- *Describe who is affected and what the barriers/bottlenecks to outcomes for children are.*
- *Describe how the problem is linked to national priorities and policies.*
- *Describe the relevance of the programme in addressing problems identified.*

## 2.2 Target beneficiaries (250 words max)

*Describe the target groups and beneficiaries anticipated to be reached by the proposed programme.*

### 2.3 Proposed programme approach/methodology (400 words max)

*Describe how the programme will address the problem statement in Section 2.1. Explain how the proposed approach/methodology will lead to the anticipated change. Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed programme. Please note that specific activities and results are to be detailed in Section 3.*

### 2.4 Gender, equity, and sustainability (250 words max)

*Describe the practical measures taken in the programme to address gender, equity and sustainability considerations.*

### 2.5 Prospective partner's contribution and comparative advantage (250 words max)

*Briefly outline the partner-specific contributions to the programme. Mention both financial and non-financial contributions. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.*

### 2.6 Risk management (250 words max)

*Describe potential areas of risk that may negatively impact the organization's capacity to fully implement the proposed programme. Describe any mitigating actions that will be incorporated into the programme to manage the identified risks.*

### 2.7 Key personnel

*Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.*

Name and position	Relevant qualifications/experiences
Name:	
Position:	
Name:	
Position:	
Name:	
Position:	
Name:	
Position:	

### 2.8 Other partners involved (100 words max)

*Describe other partners who will have a role in programme implementation, including other*

*organizations providing technical and financial support for the programme.*

**2.9 Other (250 words max)**

*Describe any other relevant information that is applicable to the proposed programme. If this concept note is being submitted in response to a IOM-issued CEI, please refer to the guidance provided in the 'Other information' field of the CEI.*

### Section 3. Expected results, performance indicators, activities, implementation period and budget

Complete the table below to provide an indicative outline of the results framework of the proposed programme, including programme outputs, performance indicators, activities, implementation period and budget. Note that **each** programme output should refer to a service or product resulting from the programme, and should have accompanying performance indicators. Note that **each** of the performance indicators should include a baseline, target and means of verification.

Result statement: Please insert the high-level result statement here.

Programme Outputs	Performance Indicators (including baselines, targets, and means of verification)	Activities	Implementation Period	Activity-Level Budgets		
				Contribution from prospective partner	Contribution requested from IOM	Total
Programme Output 1 <i>E.g. Community-based management of severe acute malnutrition introduced in 200 villages in 10 districts</i>	<ul style="list-style-type: none"> <li># children receiving ready-to-use therapeutic foods (Baseline: 500, Target: 2,000, Means of Verification: Progress reports, Health Management Information System)</li> <li>Recovery rate (Baseline: 50%, Target: 80%, Means of verification: Health Management Information System)</li> </ul>	Activity 1.1. Organize training of 500 health workers in community nutrition in 10 districts	Month 2	\$10,000	\$10,000	\$20,000
		Activity 1.2. Undertake community outreach activities and referral in 200 villages in 10 districts	Months 3-5	\$10,000	\$20,000	\$30,000
		Activity 1.3. Programme management and technical supervision	Months 1-5	\$4,000	\$2,000	\$6,000
Programme Output 2 <i>E.g. Insert programme output here</i>	<ul style="list-style-type: none"> <li>Insert performance indicator, and accompanying baseline, target and means of verification here</li> <li>Insert performance indicator, and accompanying baseline, target and means of verification here</li> </ul>	Insert activity contributing to programme output here	Insert implementation period for the designated activity here	Insert partner contribution to activity here	Insert requested IOM contribution to activity here	Insert total budget of activity here
		Insert activity contributing to programme output here				
		Insert activity contributing to programme output here				
Programme Output X <i>Effective and efficient</i>	N/A	Activity X.1. In-country management and support				

<i>programme management</i>	staff costs, pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance)				
	Activity X.2. Operational costs, pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance)				
	Activity X.3. Planning, monitoring, evaluation and communication costs, pro-rated to their contribution to the programme (venue, travels, etc.)				
<b>Total budget</b>					

Organization Name: (insert)

Address: (insert)

Email and contact details:

Signature: (insert)

Name and Title, Head of Organization: (insert)

Date: (insert)

## GUIDELINES FOR COMPLETION OF IOM CONCEPT NOTE TEMPLATE

*This template should be used for all concept notes submitted to IOM, including those responding to a IOM-issued CEI, and those submitted on an unsolicited basis.*

### Section 1. Concept note overview

This section provides a summary of the prospective partner's concept note as well as identifying information. If the submission is in response to a IOM-issued CEI, please reference the CEI ID, which can be found in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.

**Population focus:** Please identify the population focus of the programme.

- Direct beneficiaries are population groups who are the direct recipients of programme activities. For example, 50 teachers in rural primary schools receiving training, or 200 children aged 6 months to 5 years receiving nutritional supplements.
- Indirect beneficiaries are population groups who are not the direct recipients of programme activities, but may indirectly benefit. For example, 1,000 students in rural primary schools benefiting from teachers with improved classroom teaching practices, or 5,000 community members hearing a radio broadcast on improved child-feeding practices.

**Programme budget:** Please indicate the programme budget and the currency.

- Contribution from prospective partner: Please indicate a costed amount of the prospective partner's contribution to the proposed programme.
- Contribution requested from IOM: Please indicate a costed amount of the funds requested from IOM for the proposed programme.

### Section 2. Programme description

This section is composed of nine fields that provide a description of the proposed programme. Word limits are included in each of the fields.

### Section 3. Expected results, performance indicators, activities, implementation period and budget

This section outlines the expected results from the proposed programme, as well as the performance indicators, activities, implementation period and activity-level budgets associated with each result.

**Result statement:** Please indicate the high-level result statement to which the programme will contribute.

- If the concept note is submitted in response to a IOM-issued CEI, please ensure the result statement is linked to the "Expected results" described in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.
- If the concept note is submitted on an unsolicited basis, please formulate an appropriate result statement based on what the proposed programme will achieve.

**Programme outputs:** Programme outputs refer to services or products resulting from the programme. Each programme output should be accompanied by performance indicators, and be linked to the activities and activity-level budgets required to achieve it. One or more programme outputs may contribute to the achievement of the result statement.

- Performance indicators: The metrics used by the prospective partner to measure and monitor progress towards the programme output.
  - Baseline: The value of the performance indicator at the starting point, prior to the onset of programme implementation.
  - Target: The intended value of the performance indicator upon the conclusion of programme implementation.

- *Means of verification:* The specific data source(s) used to obtain the status of each of the performance indicators.
- *Activities:* The actions the prospective partner will implement under the proposed programme to achieve the desired programme output(s). Multiple activities may be required to contribute to the achievement of a programme output.
- *Implementation period:* The time frame in which the partner proposes to implement the specified activities. The implementation period can be specified in months or another more appropriate unit of time measure.
- *Activity-level budgets:* For each activity, the prospective partner should indicate the amount that it plans to contribute, and the amount that is being requested from IOM. Activity-level budgeting would reflect, for example:
  - Cash for activities, such as workshops or trainings;
  - Cost of supplies that directly assist beneficiaries or beneficiary institutions, including warehousing, transport and assembly;
  - Technical assistance and costs of technical staff to directly support beneficiaries or beneficiary institutions (experts in health, education, protection, etc.);
  - Cost of surveys and other data collection activities in relation to beneficiaries or measurement of expected results.

**Programme output: Effective and efficient programme management:** A fixed, standard output included as a part of all concept notes, and encompassing those costs *not* specifically associated with the implementation of the programme. There is *no* need to include performance indicators for effective and efficient programme management. All effective and efficient programme management costs should be pro-rated according to their contribution to the programme, and include:

- *In-country management and support staff costs* (representation, planning, coordination, logistics, admin, finance);
- *Operational costs* (office space, equipment, office supplies, maintenance);
- *Planning, monitoring, evaluation and communication costs* (venue, travels).