

IOM MISSION IN INDONESIA

Call for Expression of Interest (CEI) – IMPLEMENTING PARTNERS SELECTION TO CONDUCT CO- FINANCING INITIATIVES IN THE FRAMEWORK OF MIGRATION GOVERNANCE FOR SUSTAINABLE DEVELOPMENT IN INDONESIA JOINT-PROGRAMME

1 **Timeline**

CEI Reference number	4200546213
Posted (date)	09 October 2023
Clarification Request Deadline	No later than 3 days before the application deadline
Application Deadline	20 October 2023
Notification of Results	Within the two weeks after the application deadline
Implementation Start Date	13 November 2023
Implementation End Date	10 May 2024

2 **Locations**

The initiatives will take place in Central Java, South Sulawesi, and West Nusa Tenggara provinces and the implementing partners are required to specify the provinces where they will carry out these initiatives, with the option to work in one or multiple provinces. However, it is required that the implementing partners operate and are situated within the previously selected provinces.

In each of these provinces, the implementing partner shall propose and justify the exact location where their initiatives will take place. With further coordination and assessment, IOM and the implementing partners can mutually agree on the specific locations and initiatives.

3 **Sector(s) and area(s) of specialization**

Partnership on migration-related issues, socio-economic well-being of migrants, and innovative co-financing.

4 **Issuing Agency**

IOM Indonesia

5 **Project Background**

Since January 2022, a joint programme titled "*Migration Governance for Sustainable Development in Indonesia*" has been carried out by IOM Indonesia, UNDP, and UN Women through the funding from the Migration Multi-Partner Trust Fund. The programme builds upon the ongoing efforts of the Government of Indonesia (GoI) to highlight its national priorities for implementing the Global Compact on Migration (GCM) and is aligned with the migration-related areas of focus outlined in the GoI's Mid-Term National Development Plan for 2020-2024.

The joint programme aims to enhance migration governance in Indonesia by supporting the Government of Indonesia's (GoI) capacities in evidence-based migration and gender responsiveness at the national and sub-national levels to further maximize migration's development potential. Thereupon, the project allocates part of the funds to develop pilot initiatives to enable innovative co-financing modality for migrant workers through all stages of migration: pre-migration, during migration, and post-migration. According to the initial assessment by IOM and UNDP, the innovative co-financing pilot initiative can potentially address several priority areas, among others:

Migration Stage	Priority area for Innovative Financing
Pre-departure	<ul style="list-style-type: none"> • enhancing prospective migrant workers skills through capacity building. • Promoting legal avenue for the recruitment process during the pre-migration phase. • Pre-departure cost through innovative financing from village/local government resources or private sector (CSR).
During Migration	<ul style="list-style-type: none"> • strengthening communication and networking for migrant workers. • providing support to families left behind during the migration phase. • remittance management and financial literacy.
Post Migration (return and reintegration)	<ul style="list-style-type: none"> • empowering and facilitating the reintegration of returning migrant and migrant families in the post-migration phase. • Banking productive loans and/or productive assistance. • Free NIB issuance (for informal sectors) • Financing services by bank, philanthropy, venture, capital, etc. (for formal sectors).

Innovative co-financing itself encompasses methods and solutions that enhance the quantity, efficiency, and impact of financial flows involving a diverse range of stakeholders, including governments, private sectors, civil-society organizations, local communities, and even migrant workers themselves. It has manifested in various forms, partnerships, and continues to evolve both in terms of financial instruments and its application to achieve development objectives, including but not limited to faith-based finance, thematic bond, social impact investing, and youth empowerment. Shifting towards the innovative co-financing, it is expected to help the sustainability aspect and relieve initiatives' dependency towards donor or financial grants provided that the exit-strategy of the pilot initiatives are well-planned and implemented.

6 **Expected Results**

November 2023 – January 2023

Objective 1: To facilitate the planning and development of the migration-related innovative co-financing pilot initiatives while also securing support and contribution, both in terms of financial and non-financial resources, from the stakeholders involved in the awarded initiatives.

The implementing partners are required to conduct at least 3 working group meetings in each province. These meetings serve as a platform to inform stakeholders, gather data, present proposals, and collect input for enhancing the pilot initiatives, as well as to secure the buy-in from the stakeholder needed to finalize the awarded initiatives. The successful implementation of the pilot initiatives hinges on the active involvement of various organizations both governmental and non-governmental, especially at the sub-national levels. Therefore, the working group meetings should include a wide range of stakeholders, including but not limited to the local government representatives, private sectors, NGOs/CSOs, local community, and migrant workers themselves.

Result:

- 3 working group meetings per province.
- Minimum 1 pilot initiative proposal per province outlining activity, co-financing model, exit strategy, budget plan, timeline, monitoring, and evaluation tools for the pilot key initiatives implementations.
- 1 pilot initiative per province chosen from the working group meetings to be co-financed.
- Minimum 1 written letter of support/technical agreement per project indicating the specific financial and/or non-financial support from the stakeholders.

January 2024 – May 2024

Objective 2: To localize GCM priority actions by leveraging sustainable innovative co-financing initiatives that accommodate the needs and priorities; and address the gaps and challenges experienced by migrant workers at the sub-national levels.

The implementing partners are required to implement 1 awarded pilot initiative per province based on the result of the aforementioned working group meetings. The pilot initiatives must be developed corresponding to the needs, priorities, gaps, and challenges experienced by the prospective/migrant workers/migrant returnees from the transit/sending migrant workers area in the selected provinces. The pilot initiatives should be implemented with the shifted mindset from funding to financing (F2F), therefore the commitment to operate and maintain the pilot initiatives will further strengthen the ownership and responsibility towards the results of the action, ensuring targeted use of resources as well as sustainability. Sustainability is an indispensable aspect thus the pilot initiatives' exit strategy should be meticulously planned and executed.

Result :

- The implementation of 1 awarded innovative co-financing initiative per province with the active involvement of migrant workers as well as the committed stakeholders.

Final written deliverables (per province):

1. 3 working group meetings reports.
2. 1 revised final proposal of the awarded initiatives, including the letter of support obtained.
3. 2 monthly progress reports of the pilot initiatives.
4. 1 final report including monitoring, evaluation, recommendations, and exit strategy of the initiatives.

7 **Indicative Budget**

The budget adheres to the current funding allocation, with a maximum limit of IDR 36.876.000,00 for the working group meetings for objective 1; IDR 384.125.000,00 for the pilot project for objective 2; and IDR 107.555.000,00 for the implementing partner costs per province. The aforementioned budget is all-inclusive including overhead cost. As the project emphasizes the idea of innovative co-financing initiatives, the implementing partner is expected to pitch and explain the idea of co-financing with other entities, i.e. governments, private sectors, community, etc. The scenario of co-financing and budget allocation must be elaborated further within the project budget template.

Objective 1

- Terms of payment:
 - 30% upon the signing of agreement
 - 70% upon the completion of deliverables 1 – 2

Objective 2

- Terms of payment:
 - 30% upon the signing of agreement
 - 30% after the kick-off initiatives
 - 40% after the final report

All-inclusive Implementing partner costs:

- Terms of payment:
 - 30% upon the signing of agreement
 - 30% after the completion of objective 1
 - 40% after the completion of objective 2

8 **Other Information – Eligible Implementing Partners**

Any IP working with IOM must satisfy the below requirements regardless of the method of selection and engagement:

- A 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) that is ready to engage with IOM to deliver non-profit activities where IOM and the IP will jointly contribute time and resources and share risks and responsibilities linked to the implementation.
- A partner entity that is committed to the core values of the Universal Declaration of Human Rights, to the IN/285 Accountability to Affected Populations (AAP) Framework, Preventing Sexual Exploitation and Abuse (PSEA section on We Are All In platform) and to C/106/CRP/20 Humanitarian Principles.
- A partner entity that is committed to the Principle of Partnership endorsed by Global Humanitarian Platform and to the standards under the [UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse](#).
- A partner entity that does not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national or social origin, property, health, disability, birth, age, or other status.
- An entity that has not been involved or charged with any [proscribed practices](#), terrorist activities or sanctions. Neither the Ips nor its representatives appear on the Consolidated United Nations Security Council Sanctions List or on the United Nations Global Marketplace vendor ineligibility list.

- In specific for this CEI, only the implementing partners that operate and are situated within the locations (Central Java, South Sulawesi, and West Nusa Tenggara) are eligible to apply.

9 Selection Criteria

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> • Relevance of proposal to achieving expected results. 	10
	<ul style="list-style-type: none"> • Quality and coverage of the co-financing model proposed, including the potential partners or stakeholders involved in the model. 	20
	<ul style="list-style-type: none"> • Proposal meeting programme requirements, including timeline and budget. 	10
	<ul style="list-style-type: none"> • Clarity and completeness of the proposal. 	10
Organizational capacity and relevant experience	<ul style="list-style-type: none"> • Demonstrated technical expertise on developing and conducting co-financing projects, especially in the field of migration. 	10
	<ul style="list-style-type: none"> • Demonstrated expertise in programme management of similar scope and size; including planning, monitoring, budgeting, communications. 	5
	<ul style="list-style-type: none"> • Demonstrated experience in conducting working group meetings, i.e. workshop, FGD, with multilevel stakeholders as well as community-level activities following principles of inclusion, participation, diversity, gender-sensitive, and accountability. 	5
Sustainability of intervention	<ul style="list-style-type: none"> • Experience in partnering with key stakeholders, including local governments, CSOs, private sectors, and migrant workers, related to migration and development in the relevant locations. 	10
	<ul style="list-style-type: none"> • Elaborated exit strategy to ensure the ownership and responsibility of involved stakeholders in the pilot initiatives. 	10
Others	<ul style="list-style-type: none"> • Replicability/scalability of the co-financing model. 	5
	<ul style="list-style-type: none"> • Innovative aspects of the co-financing model. 	5

10 Attachments

Description	URL
ANNEX A – Terms of Reference	Page 8
ANNEX B – Implementing Partner References Checklist	Page 11
ANNEX C – Implementing Partners General Information Questionnaire	Page 12
ANNEX D – Concept Note Template	Page 17
ANNEX E – Declaration of Conformity for Partners	Page 25

11 **For more information on this partnership, 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. Diah Zahara and Ms. Teresa Retno Arsanti by sending email to dzahara@iom.int cc-ing tarsanti@iom.int.

12 ***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 October 20, 2023 at 17.00 GMT+7. Should the IP prefers e-mail submission, an electronic copy of the Application shall be submitted through official email at dzahara@iom.int cc-ing tarsanti@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 these 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.

IOM MISSION IN INDONESIA

IOM Call for Expression of Interest Reference number: 4200546213

Terms of Reference

Background
<p>Since January 2022, a collaborative initiative titled “<i>Migration Governance for Sustainable Development in Indonesia</i>” has been carried out by IOM Indonesia, UNDP, and UN Women through the funding from the Migration Multi-Partner Trust Fund. The program builds upon the ongoing efforts of the Government of Indonesia (GoI) to highlight its national priorities for implementing the Global Compact on Migration (GCM) and aligns with the migration-related areas of focus outlined in the GoI’s Mid-Term National Development Plan for 2020-2024.</p> <p>The joint programme aims to enhance migration governance in Indonesia by supporting the Government of Indonesia’s (GoI) capacities in evidence-based migration and gender responsiveness at the national and sub-national levels to further maximize migration’s development potential. Thereupon, the project allocates part of the funds to develop pilot initiatives to enable innovative co-financing modality for migrant workers through all stages of migration: pre-migration, during migration, and post-migration.</p> <p>Innovative co-financing encompasses methods and solutions that enhance the quantity, efficiency, and impact of financial flows involving a diverse range of stakeholders, including governments, private sectors, civil-society organizations, local communities, and even migrant workers themselves. It has manifested in various forms, partnerships, and continues to evolve both in terms of financial instruments and its application to achieve development objectives, including but not limited to faith-based finance, thematic bond, social impact investing, and youth empowerment. Shifting towards the innovative co-financing, it is expected to help the sustainability aspect and relieve initiatives’ dependency towards donor or financial grants provided that the exit-strategy of the pilot initiatives are well-planned and implemented.</p>
Objective
<ol style="list-style-type: none"> 1. To facilitate the planning and development of the migration-related innovative co-financing pilot initiatives while also securing support and contribution, both in terms of financial and non-financial resources, from the stakeholders involved in the awarded initiatives. 2. To localize GCM priority actions by leveraging sustainable innovative co-financing initiatives that accommodate the needs and priorities; and address the gaps and challenges experienced by migrant workers at the sub-national levels.
Proposed interventions
<ol style="list-style-type: none"> 1. The implementing partners are required to conduct 3 working group meetings in each province. These meetings serve as a platform to inform stakeholders, gather data and input for enhancing the pilot initiatives, as well as secure the buy-in from the stakeholder needed to finalize the awarded initiatives. The successful implementation of the pilot initiatives hinges on the active involvement of various organizations both governmental and non-governmental, especially at the sub-national levels. Therefore, the working group meetings should include a wide range of stakeholders, including but not limited to the local government representatives, private sectors, NGOs/CSOs, local community, and migrant workers themselves. <p>Result:</p> <ul style="list-style-type: none"> • 3 working group meetings per province. • Minimum 1 pilot initiative proposal per province outlining activity, co-financing model, exit-strategy, budget plan, timeline, monitoring, and evaluation tools for the pilot key initiatives implementations.

<ul style="list-style-type: none"> • 1 pilot initiative per province chosen from the working group meetings to be co-financed. • Minimum 1 written letter of support/technical agreement per project indicating the specific financial and/or non-financial support from the stakeholders. <p>2. The implementing partners are required to implement 1 awarded pilot initiative per province based on the result of the aforementioned working group meetings. The pilot initiatives must be developed corresponding to the needs, priorities, gaps, and challenges experienced by the migrant workers in the selected provinces. The pilot initiatives should be implemented with the shifted mindset from funding to financing (F2F), therefore the commitment to operate and maintain the pilot initiatives will further strengthen the ownership and responsibility towards the results of the action, ensuring targeted use of resources as well as sustainability. The sustainability is an indispensable aspect thus the pilot initiatives' exit strategy should have meticulously planned and executed.</p> <p>Result:</p> <ul style="list-style-type: none"> • The implementation of 1 awarded innovative co-financing initiative per province with the active involvement of migrant workers as well as the committed stakeholders.
<p>Final written deliverables (per province):</p> <ol style="list-style-type: none"> 1. 3 working group meetings reports. 2. 1 revised final proposal of the awarded initiatives, including the letter of support obtained. 3. 2 monthly progress reports of the pilot initiatives. 4. 1 final report including monitoring, evaluation, recommendations, and exit strategy of the initiatives.
<p>Partnerships and collaboration</p> <p>For the purpose of the successful and sustainable programme assigned, the prospective implementing partners should have solid network of reliable partnerships in the selected locations, as well as proven successful collaboration with the following stakeholders:</p> <ul style="list-style-type: none"> • Local governments, especially those who work on the cross-cutting issue of migration and development - to ensure the buy-in for co-financing mechanism from the public or government entities towards the initiatives. • Local community and organizations, especially those working on the cross-cutting issue of migration and development – to facilitate the engagement and obtain best practices of working with and for the migrant workers. • Migrant workers – to ensure awareness and understanding of the specific aspects of migration. • Having networks and previous successful collaboration with private or business entities would be of preference – to expand the possibility of blended financing in which both public and private sectors are involved in the initiatives.
<p>Proposed timeline:</p> <p>The duration of all activities should not exceed 6 months of duration (November 2023 – May 2024). By the time, the Implementing Partners should conduct the agreed activities and submit the agreed deliverables. Overall, the programme is comprised of two stages as follows:</p> <ol style="list-style-type: none"> 1. Objective 1 (November 2023 – January 2023) 2. Objective 2 (January 2024 – May 2024)

Activities	Nov		Dec				Jan				Feb				Mar				Apr				May		
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Inception Meeting																									
Submission:																									
i) inception report																									
ii) proposal of initiatives																									
IOM's review of inception packages																									
Final inception packages and agreement signing																									
Briefing and training (reporting and financial)																									
Conduct 3 working group meeting																									
Submission:																									
i) 3 WGM reports																									
ii) revised proposal of initiatives (awarded)																									
IOM's review of reports and revised proposal																									
Final reports and revised proposal																									
Conduct kick-off meeting																									
Deliver initiatives implementation																									
Submission of monthly progress reports																									
Conduct project closing meeting																									
Submission of final report																									

Qualification and experience

- The implementing partners should meet the requirement as per Chapter 8. “Other Information – Eligible Implementing Partners” in Call for Expression of Interest document.
- Demonstrated technical expertise on developing and conducting co-financing projects, especially in the field of migration.
- Demonstrated expertise in programme management of similar scope and size.
- Demonstrated experience in conducting working group meetings, i.e. workshop, FGD, with multilevel stakeholders.
- Expertise in planning, monitoring, budgeting, and communications.
- Experience in conducting community-level activities following principles of inclusion, participation, diversity, gender-sensitive, and accountability.
- Experience in partnering with key stakeholders, including local governments, CSOs, private sectors, and migrant workers, related to migration and development in the relevant locations.
- Experience developing exit strategy to ensure the ownership and responsibility in the previous programme experiences.

Data, material, and/or resources

IOM will provide:

- Contact of previously engaged stakeholders.
- Initial assessment of the gaps, challenges, priorities, and current program in the locations.
- Budget and financial reporting template
- Narrative report template

Place and deadline for the submission of the project proposal

Interested implementing partners should submit their application, including full narrative and financial proposal before October 20, 2023 at 17.00 GMT+7 to dzahara@iom.int and tarsanti@iom.int.

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

Implementing Partners General Information Questionnaire

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

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?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
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)	
Information and advocacy	
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.	
C. PROGRAMMATIC CAPACITY	
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?	
Does the organization:	
Uphold and abide by the humanitarian principles ?	
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?	
D. FINANCIAL CAPACITY	
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?	
Accounting system	
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 the 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?	
Financial control	
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? Does the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
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?	
Procurement	
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?	
Asset and warehouse management	
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

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)
<p><i>Outline the problem statement, the context and the rationale for the programme:</i></p> <ul style="list-style-type: none"> • <i>Provide an overview of the existing problem, using disaggregated data from existing reports.</i> • <i>Describe who is affected and what the barriers/bottlenecks to outcomes for children are.</i> • <i>Describe how the problem is linked to national priorities and policies.</i> • <i>Describe the relevance of the programme in addressing problems identified.</i>
2.2 Target beneficiaries (250 words max)
<p><i>Describe the target groups and beneficiaries anticipated to be reached by the proposed programme.</i></p>

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
<i>Name:</i>	
<i>Position:</i>	
<i>Name:</i>	
<i>Position:</i>	
<i>Name:</i>	
<i>Position:</i>	
<i>Name:</i>	
<i>Position:</i>	



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"> # children receiving ready-to-use therapeutic foods (Baseline: 500, Target: 2,000, Means of Verification: Progress reports, Health Management Information System) Recovery rate (Baseline: 50%, Target: 80%, Means of verification: Health Management Information System) 	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</i>	<ul style="list-style-type: none"> Insert performance indicator, and accompanying baseline, target and means of verification here 	Insert activity contributing to programme output here	Insert implementation period for the	Insert partner contribution to	Insert requested IOM contribution	Insert total budget of activity

<i>output here</i>	<ul style="list-style-type: none"> <i>Insert performance indicator, and accompanying baseline, target and means of verification here</i> 		<i>designated activity here</i>	<i>activity here</i>	<i>to activity here</i>	<i>here</i>
		<i>Insert activity contributing to programme output here</i>				
		<i>Insert activity contributing to programme output here</i>				
Programme Output X <i>Effective and efficient programme management</i>	N/A	Activity X.1. In-country management and support 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.)				
Total budget						

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).

Declaration of Conformity

NAME OF ORGANIZATION:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
WEBSITE:	

The undersigned, being a duly authorized representative of the Organization named above (the “Organization), represents and declares that:

		YES	NO
1.	The Organization is committed to the core values of the UN, including the <i>Charter of the United Nations</i> (https://www.un.org/en/about-us/un-charter) and the <i>Universal Declaration of Human Rights</i> (https://www.un.org/en/about-us/universal-declaration-of-human-rights).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Organization is committed to the principles of a) Equality b) Transparency c) Result-orientated approach d) Responsibility and e) Complementarity, as endorsed by the Global Humanitarian Platform in July 2007 (https://interagencystandingcommittee.org/other/principles-partnership-global-humanitarian-platform-17-july-2007).	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Organization will not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, health, disability, birth, age or other status.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Organization ensures that all its employees, personnel, contractors and sub-contractors comply with the standards of conduct listed in Section 3 of the UN Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (https://documents-dds-ny.un.org/doc/UNDOC/GEN/N03/550/40/PDF/N0355040.pdf).	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Organization and its Management ¹ are not included on the Consolidated United Nations Security Council Sanctions List, and have not supported and do not support, directly or indirectly, individuals and entities sanctioned by the Security Council or otherwise engaged in activities prohibited by a Security Council resolution adopted under Chapter VII of the Charter of the United Nations (https://www.un.org/securitycouncil/content/un-sc-consolidated-list).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Organization and its Management are not involved in any of the following:		

¹ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders

	a. fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organisation;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
7.	The Organization and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.		
8.	The Organization and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
9.	The Organization and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
10.	The Organization and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
11.	The Organization and its Management have not been the subject of a final judgment or a final administrative which found the Organization was created with the intent referred to in point (11) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

IOM reserves the right to disqualify the Organization, suspend or terminate any partnership or other arrangement between the IOM and the Organization, with immediate effect and without liability, in the event of any misrepresentation made by the Organization in this Declaration. It is the responsibility of the Organization to immediately inform IOM of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of [contractual arrangements between IOM and the](#) Organization.

NAME:	
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International Organization for Migration (IOM)
The UN Migration Agency

TITLE:	
SIGNATURE AND DATE:	