

# **REQUEST FOR PROPOSALS**

*(PROCUREMENT OF SERVICES)*

*For Simple Assignments*

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## **SERVICES FOR**

**Baseline Assessment for the Institutionalize Health Care  
Improvement through Temporary Returns of Somali Diaspora  
Health Professionals (phase V) to Somaliland through  
Migration for Development in Africa (MIDA)project**

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**Prepared by**



International Organization for Migration (IOM)

The UN Migration Agency

**29<sup>th</sup> June 2022**

**REQUEST FOR PROPOSALS**  
**RFP No. SOM/19/02/004**

**Mission: IOM SOMALIA**

**Project Name: Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA).**

**WBS: TK.0029.SO10.Q1.05.002**

**Title of Services: TERMS OF REFERENCE FOR A BASELINE ASSESSMENT IN SOMALILAND “Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA)”**

## Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider for the **Baseline Assessment for the Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA)project** for which this Request for Proposals (RFP) is issued.

IOM seeks for Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: **Baseline Assessment for the Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA) project**. More details on the services are provided in the attached Terms of Reference (TOR).

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

The RFP includes the following documents:

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

The Proposals must be submitted by email to **[Procurement-tenderonly@iom.int](mailto:Procurement-tenderonly@iom.int)** on or ***before 13<sup>th</sup> July 2022 at exactly 17:00 hours***. No late proposal shall be accepted.

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

*[Bids Evaluation and Awards Committee](#)*  
*[IOM Somalia Mission](#)*

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

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

### **1. Introduction**

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit IOM before submitting a proposal and to attend a pre-proposal conference if is specified in Item 2.3. of this Instruction.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities, and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section V. terms of reference).

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

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

- contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

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

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

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

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

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all short-listed Service Providers/ Consulting Firms who have acknowledged the Letter of Invitation.

4.2. Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM at the address indicated in the invitation at least *five (5) calendar days* before the set deadline for the submission and receipt of Proposals. IOM will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

## 5. Preparation of the Proposal

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:
- a) the Technical Proposal, and
  - b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in *English*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *English*.
- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

## 6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
- a) If a Service Provider/ Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/ Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of IOM. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.<sup>1</sup>
  - b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
  - c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
  - d) Proposed professional staff must, at a minimum, have the experience of at least *five years*, preferably working under conditions similar to those prevailing in the country of the assignment.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (Section III).
- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2), if it

is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

- b) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5). Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *five years*.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).
- g) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.

6.3 The technical proposal shall not include any financial information.

## **7. Financial Proposal**

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section IV).
- 7.2 The Financial proposal shall include all costs associated with the assignment, including (i) remuneration for staff (FPF-4) (ii) reimbursable expenses (FPF-5). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 7.3 The Service Provider/ Consulting Firm may be subject to local taxes on amounts payable under the Contract. If such is the case, IOM may either: a) reimburse the Service Provider/ Consulting Firm for any such taxes or b) pay such taxes on



behalf of the Consultant. <sup>2</sup> Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

- 7.4. Service Providers/ Consulting Firms shall express the price of their services in *United States of America Dollars (USD)*.
- 7.5. The Financial Proposal shall be valid for *60 calendar days*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment<sup>3</sup>. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

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

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

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

## 9. Evaluation of Proposals

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

## 10. Technical Evaluation

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

10.2 The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system<sup>4</sup>. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.

10.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is *70%*.

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

Criteria		Score
<b>1. Specific experience of the Service Providers relevant to the assignment: [Max 30 points]</b>		
1) Similar experience in Somalia in terms of the Scope, Cost and subject matter (i.e. conducting assessments and project monitoring) carried out on behalf of UN and INGOs in Somalia	=> <b>3 or more</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	<b>30</b>
	<b>2</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	<b>20</b>
	<b>1</b> similar assignments with documented evidence such as Contracts, descriptive reports and recommendations from reputable agencies.	<b>10</b>

<sup>4</sup> The criteria, sub criteria and point system may vary depending on the requirement of the Mission

<b>2. Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 40 points]</b>		
1) Organization and staffing.	<b>Very good</b> presentation of organization in area of operation i.e. Somaliland which facilitates coordination with stakeholders and delivering results.	<b>10</b>
	<b>Good</b> presentation of organization in area of operation i.e. Somaliland which facilitates coordination with stakeholders and delivering results.	<b>5</b>
	<b>Fair</b> presentation of organization in area of operation i.e. Somaliland which facilitates coordination with stakeholders and delivering results.	<b>3</b>
2) Proposed Technical approach and methodology	The technical approach and methodology presented <b>fully addresses</b> ToR objectives, showing <b>excellent understanding</b> of subject matter and required processes	<b>20</b>
	The technical approach and methodology presented <b>adequately addresses</b> ToR objectives, showing <b>moderate understanding</b> of subject and required processes	<b>15</b>
	The technical approach and methodology presented <b>partially addresses</b> ToR objectives, showing <b>partial understanding</b> of subject and required processes	<b>8</b>
	The technical approach and methodology <b>poorly addresses</b> ToR objectives, showing <b>poor understanding</b> of subject matter and required processes	<b>0</b>
3) Work Plan Feasibility	<b>Adequately</b> shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	<b>10</b>
	<b>Fairly</b> shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	<b>5</b>
	Timelines <b>unrealistic</b> and/or deliverables <b>inconsistent</b> with TOR	<b>2</b>
	No work plan submitted	<b>0</b>
<b>3. Key professional staff qualifications and competence for the assignment: [Max 30 points]</b>		
Qualifications and Number of years of experiences of the <b>Lead Consultant</b>	Master's Degree and experience of =>10 Years in <b>managing and overseeing assignments related to Evaluation of projects.</b>	<b>10</b>
	Master's Degree or Bachelor's Degree with experience of =>5 -10 Years in <b>managing and overseeing assignments related to Evaluation of projects.</b>	<b>6</b>
	Bachelors or Master's Degree and experience of less than 5 Years in <b>managing and overseeing assignments related to Evaluation of projects.</b>	<b>3</b>

Qualifications and Number of years of experiences of <b>Lead Researcher</b>	Master's Degree and experience of => <b>10 Years in Research work</b>	10
	Master's Degree or Bachelors and experience of => <b>5 - 10 Years in Research work</b>	6
	Masters or Bachelor's Degree and experience of <b>less than 5 Years in Research work</b>	3
Qualifications and Number of years of experiences of <b>Research Analyst</b>	Master's Degree and experience of => <b>10 Years Research Analysis</b>	10
	Master's or Bachelor's Degree and experience of => <b>5 - 10 Years in Research Analysis</b>	6
	Masters of Bachelor's Degree and experience of less than <b>5 Years in Research Analysis</b>	3

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

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

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

## 11. Financial Evaluation

11.1 After completion of the Technical Proposal evaluation, IOM shall notify those Service Providers/ Consulting Firms whose proposal did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after the completion of the selection process.

11.2 IOM shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score indicating the date and opening of the Financial Proposal. The BEAC has the option to open the Financial proposals publicly or not.

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

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

11.5 The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula :

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

Where:

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

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

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

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights<sup>5</sup> (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

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

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

## 12. Negotiations

- 12.1 The aim of the negotiation is to reach agreement on all points and sign a contract. The expected date and address for contract negotiation is *1<sup>th</sup> August 2022 at IOM Somalia Office in Mogadishu International Airport.*
- 12.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by IOM; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. IOM shall prepare minutes of negotiation which will be signed both by IOM and the Service Providers/ Consulting Firms.
- 12.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 12.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, IOM expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, IOM shall require assurances that the experts shall be actually available. IOM will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this

is not the case and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.

- 12.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.
- 12.6 The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, IOM and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the IOM shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

### **13. Award of Contract**

- 13.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.
- 13.2 The Service Provider/ Consulting Firm is expected to commence the assignment on [7<sup>th</sup> August 2022](#).

### **14. Confidentiality**

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

## **Section II – Technical Proposal Standard Forms**

### **TPF-1: Technical Proposal Submission Form**

*[Location, Date]*

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

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for [Baseline Assessment for the Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals \(phase V\) to Somaliland through Migration for Development in Africa \(MIDA\) project](#) in accordance with your Request for Proposal (RFP) dated *[30 June 2022]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**TPF – 2: Service Providers/ Consulting Firms Organization**

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



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

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

**TPF – 4: Team Composition and Task Assignments**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff**

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

**Key Qualifications:**

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

\_\_\_\_\_

**Education:**

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

\_\_\_\_\_

**Employment Record:**

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

\_\_\_\_\_

**Languages:**

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

\_\_\_\_\_

**Certification:**

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

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

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

**TPF-6: Time Schedule for Professional Personnel**

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

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location \_\_\_\_\_

Part-time: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Representative:

Full Name: \_\_\_\_\_

Title : \_\_\_\_\_

### TPF-7: Activity (Work) Schedule

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

### **B. Completion and Submission of Reports**

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

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

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

*[Location, Date]*

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

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Baseline Assessment for the Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA) project** in accordance with your Request for Proposal (RFP) dated *[30 June 2022]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**FPF– 2: Summary of Costs**

<b>Costs</b>	<b>Currency</b>	<b>Amount(s)</b>
I – Remuneration Cost (see FPF- 3 for breakdown)		
II - Reimbursable Cost ( see FPF – 4 for breakdown)		
<b>Total Amount of Financial Proposal <sup>1</sup></b>		

<sup>1</sup> Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

**FPF-3: Breakdown of Costs by Activity**

Group of Activities (Phase): <sup>2</sup> <hr/> <hr/>	Description: <sup>3</sup> <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration <sup>4</sup>		
Reimbursable Expenses <sup>4</sup>		
Subtotals		

<sup>1</sup> Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

<sup>2</sup> Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

<sup>3</sup> Short description of the activities whose cost breakdown is provided in this Form.

<sup>4</sup> For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:



**FPF-4: Breakdown of Remuneration per Activity**

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

<b>Name of Staff</b>	<b>Position</b>	<b>Staff-month Rate</b>
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

<sup>1</sup> Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

<sup>2</sup> Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

**FPF-5: Breakdown of Reimbursable Expenses**

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

<b>Description<sup>1</sup></b>	<b>Unit</b>	<b>Unit Cost<sup>2</sup></b>
1. Subsistence Allowance		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc		
5. Equipment, instruments, materials, supplies, etc		
6. Office rent, clerical assistance		

<sup>1</sup> Delete items that are not applicable or add other items according to Paragraph 7.2 of Section II-Instruction to Service Providers/ Consulting Firms

<sup>2</sup> Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory:



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

### **1. BACKGROUND**

Since 2008, IOM has been actively supporting the pivotal role of diaspora as key development actors in Somaliland. In the past thirteen years, with its Migration for Development in Africa (MIDA) FINNSOM programme, IOM has contributed to strengthening the capacity and sharing technical skills to the Ministry of Health Development (MoHD) and public health institutions in Somaliland, through the deployment of diaspora experts. With the generous support of the Ministry of Foreign Affairs, Finland, IOM has contributed to strengthening the health sector in Somaliland, with particular focus on maternal and child health.

In June 2022, IOM received funds from the Ministry of Foreign Affairs, Finland, to implement the fifth phase of the project *Institutionalizing Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals Project (phase V)*. The overarching objective of this phase is to contribute to strengthening the health sector in Somaliland towards achieving its goals as outlined in the Somaliland NDP (2017 – 2021) and the 2030 Development Agenda. The project's key focus area is Sexual and Reproductive Health and Rights (SRHR) with a specific emphasis on maternal and child health. Project activities target the regional hospitals in Borama, Berbera, Buroa, Lasanod, and Erigavo as well as some district-level health facilities in underserved areas of (Zaylac), (Badhan), (Ainabo), (Odwayne, Buhodl Sheikh), (Arabsiyo, Gabilay, Baligubadle, and Salahley). The project will also continue to support the Ministry of Health Development and Hargeisa Group Hospital.

This proposed phase V of the MIDA FINNSOM project will further promote and enhance the active role of qualified Somali diaspora experts in contributing to improving health outcomes, specifically in relation to SRHR in Somaliland. The main partner of this intervention will be the Ministry of Health Development of Somaliland.

An Advisory Board comprising MoHD, IOM, and the donor will continue to be the strategic decision-making body. The project will build on the lessons learned and extensive experience gained from previous MIDA FINNSOM projects that IOM has been implementing in Somaliland since 2008.

To achieve the above-mentioned objective, the following outcomes and outputs have been identified:

**Overall Objective:** *Contribute to strengthening the health sector in Somaliland to achieve health sector strategic priorities and the 2030 Sustainable Development Agenda, particularly SDG #3 (Ensure healthy lives and promote well-being for all at all ages).*

- **Outcome 1:** The capacity of targeted public health institutions to deliver and implement quality sexual and reproductive health and rights services and related policies is improved.
  - **Output 1.1:** Health professionals in target health institutions have increased skills and capacity on sexual and reproductive health and rights services.
  - **Output 1.2:** The Ministry of Health Development has increased capacity to develop/adapt/implement general health policies and those relating to sexual and reproductive health services
  
- **Outcome 2:** Capacity-building is enhanced toward long-term and sustainable development of the health sector with a special focus on sexual and reproductive health and rights.
  - **Output 2.1:** Targeted health institutions have improved capacity to deliver SRHR services through a structured training of facilitator's programme for diaspora experts.
  - **Output 2.2:** Targeted health institutions have improved capacity to deliver SRHR services through the engagement of local professionals.
  - **Output 2.3:** Inter-regional capacity, coordination and networking among health institutions is enhanced.

In pursuit of achieving these results, this project will adopt a three-tier approach in its capacity-building intervention: at individual, institutional and regional levels. IOM and MoHD will recruit diaspora professionals, local professionals for 12 months assignments and Finnish Somali graduates, respectively, to contribute to improving the capacity of public health institutions in Somaliland. Special attention will be paid to pairing diaspora experts and local professionals for the purpose of enhancing the sustainability of capacity-building outcomes, as well as recruiting Finnish Somali diaspora experts to the extent possible. Mainstreaming gender into programming will be a priority to ensure that adequate strategies are in place to

## **OBJECTIVE**

In order to effectively measure this project's impact and success, a comprehensive baseline assessment is required to provide baseline data which would be useful for setting targets and developing suitable indicators to measure and track progress throughout the project implementation period. This baseline assessment is meant to constitute the basis to measure the project performance over time.

The baseline assessment will enable IOM and other partners to:

1. Provide baseline data for the project as benchmarks for performance evaluation (at the output, outcome and objective level) based on the project results framework.
2. Develop targets and indicators for the following areas:
  - Maternal health specific indicator(s) in the target institutions in line with the Somaliland HSSP 2017-2019
  - Child health-specific indicator(s) in the target institutions in line with the Somaliland HSSP 2017-2019
3. Establish baseline information on the capacity of the health institutions and the gaps that exist that may hinder the provision of quality health care. This will include establishing training targets for the host institutions.
4. Assess the indicators and targets in the project results framework and recommend amendments where necessary, based on the findings of the baseline assessment.
5. Identify new approaches to improve capacity building, knowledge-sharing and skills building and identify quality benchmarking tools and training best practices.
6. Identify relevant stakeholders and possible partnerships to contribute towards achieving project outcomes
7. Provide substantial recommendations that can help further strengthen the sustainability of project outcomes and enable smooth exit at the end of the project.

## **2. SCOPE OF WORK**

The consultant, with the support of IOM and in coordination with MoHD will lead the baseline assessment process for the FINNSOM V project. The consultant will visit the project sites and beneficiaries in Somaliland, particularly MoHD and Health training institutes. In addition, the project will primarily focus on the regional public hospitals in; Hargeisa, Awdal (Borama), Sanaag (Erigavo), Sool (Las Anood), Togdheer (Burao) and Sahil (Berbera,). In addition, district hospitals may also be visited as advised by MoHD.

## **3. METHODOLOGY**

It is anticipated that the consultant will use both quantitative and qualitative methods, which may include, but not be limited to key informant interviews, focus group discussions with beneficiaries, health facility personnel, partners, government line ministries, community groups, among other stakeholders. Based on the objective and scope mentioned above, the consultant will further elaborate the methodology and could propose additional methods that could bring further insight to the baseline survey, which will be approved by IOM. Generally, the exercise should be wide-ranging and participatory, entailing a combination of methods such as desk review, interviews, surveys, document analysis and the triangulation of data.

#### **4. DELIVERABLES**

In accordance with the timetable, the consultant will:

- Draft an inception report which responds to the scope of work, including methodology and a detailed work plan. The report should be presented to IOM and project stakeholders for comments and revised as necessary, prior to commencing fieldwork.
- Produce a weekly progress report to IOM.
- Support field enumerators in pre-testing the baseline assessment data collection instruments to ensure that all key aspects of the assessment are adequately covered.
- Organize a debriefing session with the IOM programme management team, MoHD and the Ministry of Foreign Affairs, Finland on the findings.
- Draft a comprehensive baseline report including a clear set of actionable recommendations.
- Incorporate feedback/comments from IOM and partners, and prepare a final report, (no more than 30 pages without annexes).
- The following should be included as annexes to the final baseline assessment report:
  - A health facility mapping with a master list per district including the current actors already on the ground supporting the targeted locations.
  - A set of recommendations for monitoring tools to be used by IOM to adequately measure results and objective/impact
  - Updated project results matrix document.

IOM will oversee the process and will be responsible for approval of all deliverables in coordination with MoHD and providing guidance throughout the assessment.

#### **5. TIMEFRAME**

The consultant will be required to undertake the exercise within 40 working days after signing of the agreement.

#### **6. CONSULTANT'S QUALIFICATIONS**

Qualifications for the lead consultant:

The consultant should be an expert in Research, Monitoring and Evaluation and/or Project Management with knowledge of current health care initiatives and conceptual frameworks, epidemiological trends, and healthcare management practices. S/he should possess solid work experience in Somaliland and/or have worked for regional/international organizations, preferably on the topics of public health. Preference will be given to individuals or firms with proven relevant experience in undertaking a task of similar scope and context, and shall have the following qualifications and experience:

- Master's degree in Public Health, Medicine, Social Sciences, Epidemiology, Development Studies and/or Statistics or a related field. Candidates with a PhD will have an added advantage.
- At least 7 years of professional experience, preferably in East and Horn of Africa and abroad, working in academic research on public health-related matters, with adequate experience in Monitoring & Evaluation, Research Methodologies and/or Project Management. This experience should be proven in the technical proposal by including relevant documents (samples).
- Strong professional experience in conducting baseline assessments or evaluations for large scale projects in the East and Horn of Africa.
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in gathering and systematizing large amounts of data.
- Strong computer skills and analytical skills with the ability to write and review technical reports required.
- Fluency in English is required. Additional knowledge of Somali language would be an asset.

Qualifications for the data collectors:

- Degree in Social Sciences, Public Health, Development Studies and/or Statistics or a related field from an accredited academic institution.
- At least 5 years of experience in data collection and survey.
- Ability to write and review technical documents/reports, conduct interviews as part of background research and draft research reports.
- Good experience in liaising with governmental and non-governmental organizations.
- Excellent communication skills including fluency in written and spoken English and Somali.

**7. SPECIFICATIONS FOR APPLICATION**

The consultant(s) should submit the following documents for their application:

- Personal CV indicating experience in similar projects.
- CVs of team members who will be involved, with relevant experience in conducting baseline assessments.
- Brief description of the evaluation company and its experience, including why the company is suitable for the assignment.
- Evidence of experience of baseline assessment or in similar work.

Proposals should include the following documents:

- I. Technical proposal outlining:
  - a. Conceptual framework (2-3 pages)
  - b. Detailed methodology (2-3 pages)
  - c. Work plan (1-2 pages)



- d. Explanation of the consultants' suitability for the assignment (2 -3 pages)
  - e. Summary of the consultants' understanding and interpretation of the ToR (1- 2 pages)
- II. Detailed Financial proposal.
- a. The proposal will include a lump sum cost for the assignment
  - b. A breakdown of the costs related to all aspects of the consultancy (consultancy fee, travel, and the assignment deliverables).

## Section V – Pro-forma Contract

*FPU.SF.19.20*

IOM office-specific Ref. No.:	
IOM Project Code:	
LEG Approval Code / Checklist Code	

**SERVICE AGREEMENT**  
**Between**  
**the International Organization for Migration**  
**And**  
*[Name of the Service Provider]*  
**On**  
*[Type of Services]*

This Service Agreement is entered into by the **International Organization for Migration**, Mission in Somalia, **Institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA)** represented by IOM Chief of Mission-Celestin Frantz, hereinafter referred to as “IOM,” and *[Name of the Service Provider]*, *[Address]*, represented by *[Name, Title of the representative of the Service Provider]*, hereinafter referred to as the “**Service Provider.**” IOM and the Service Provider are also referred to individually as a “**Party**” and collectively as the “**Parties.**”

### 1. Introduction and Integral Documents

The Service Provider agrees to provide IOM with **Baseline assessment of the institutionalize Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals (phase V) to Somaliland through Migration for Development in Africa (MIDA)** in accordance with the terms and conditions of this Agreement and its Annexes, if any.

The following documents form an integral part of this Agreement: *[add or delete as required]*

- (a) Annex A - Bid/Quotation Form*
- (b) Annex B - Price Schedule*
- (c) Annex C - Delivery Schedule and Terms of Reference*
- (d) Annex D - Accepted Notice of Award (NOA)*

### 2. Services Supplied

- 2.1 The Service Provider agrees to provide to the IOM the following services (the “**Services**”): *As per the attached TOR.*
- 2.2 The Service Provider shall commence the provision of Services from *7 August, 2022* and fully and satisfactorily complete them *12 September 2022*
- 2.3 The Service Provider agrees to provide the Services required under this Agreement in strict accordance with the specifications of this Article and any attached Annexes.

### **3. Charges and Payments**

- 3.1 The all-inclusive Service fee for the Services under this Agreement shall be *[currency code] [amount in numbers] ([amount in words])*, which is the total charge to IOM.
- 3.2 The Service Provider shall invoice IOM upon completion of all the Services. The invoice shall include: *[services provided, hourly rate, number of hours billed, any travel and out of pocket expenses, (add/delete as necessary)]*
- 3.3 Payments shall become due *[insert number of days in numbers] ([write figure in words])* days after IOM’s receipt and approval of the invoice. Payment shall be made in *[Currency code]* by *[bank transfer]* to the following bank account: *[insert the Service Provider’s bank account details]*.
- 3.4 The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.
- 3.5 IOM shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the Service fee until the Service Provider has completed to the satisfaction of IOM the services to which those payments relate.

### **4. Warranties**

- 4.1 The Service Provider warrants that:

- (a) It is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period, all the Services in accordance with this Agreement;
- (b) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Agreement;
- (c) In all circumstances it shall act in the best interests of IOM;
- (d) No official of IOM or any third party has received from, will be offered by, or will receive from the Service Provider any direct or indirect benefit arising from the Agreement or award thereof;
- (e) It has not misrepresented or concealed any material facts in the procurement of this Agreement;
- (f) The Service Provider, its staff or shareholders have not previously been declared by IOM ineligible to be awarded agreements by IOM;
- (g) It has or shall take out relevant insurance coverage for the period the Services are provided under this Agreement;
- (h) It shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;
- (i) The Price specified in Article 3.1 of this Agreement shall constitute the sole remuneration in connection with this Agreement. The Service Provider shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or the discharge of its obligations thereunder. The Service Provider shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

4.2 The Service Provider further warrants that it shall:

- a) Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation and abuse (SEA) by its employees or any other persons engaged and controlled by it to perform activities under this Agreement (“other personnel”). For the purpose of this Agreement, SEA shall include:
  - 1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favours or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
  - 2. Engaging in sexual activity with a person under the age of 18 (“child”), except if the child is legally married to the concerned employee or other personnel and is over the age of majority or consent both in the child’s country of citizenship and in the country of citizenship of the concerned employee or other personnel.
- b) Strongly discourage its employees or other personnel having sexual relationships with IOM beneficiaries.

- c) Report timely to IOM any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
- d) Ensure that the SEA provisions are included in all subcontracts.
- e) Adhere to above commitments at all times. Failure to comply with (a)-(d) shall constitute grounds for immediate termination of this Agreement.

4.3 The above warranties shall survive the expiration or termination of this Agreement.

## 5. Assignment and Subcontracting

- 5.1 The Service Provider shall not assign or subcontract the activities under this Agreement in part or all, unless agreed upon in writing in advance by IOM. Any subcontract entered into by the Service Provider without approval in writing by IOM may be cause for termination of the Agreement.
- 5.2 In certain exceptional circumstances by prior written approval of IOM, specific jobs and portions of the Services may be assigned to a subcontractor. Notwithstanding the said written approval, the Service Provider shall not be relieved of any liability or obligation under this Agreement nor shall it create any contractual relation between the subcontractor and IOM. The Service Provider remains bound and liable thereunder and it shall be directly responsible to IOM for any faulty performance under the subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

## 6. Delays/Non-Performance

- 6.1 If, for any reason, the Service Provider does not carry out or is not able to carry out its obligations under this Agreement and/or according to the project document, it must give notice and full particulars in writing to IOM as soon as possible. In the case of delay or non-performance, IOM reserves the right to take such action as in its sole discretion is considered to be appropriate or necessary in the circumstances, including imposing penalties for delay or terminating this Agreement.
- 6.2 Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by *force majeure*, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of the Party in question. In such event, the Party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay.

## 7. Independent Contractor

The Service Provider shall perform all Services under this Agreement as an independent contractor and not as an employee, partner, or agent of IOM.

## **8. Audit**

The Service Provider agrees to maintain financial records, supporting documents, statistical records and all other records relevant to the Services in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the provision of Services under this Agreement. The Service Provider shall make all such records available to IOM or IOM's designated representative at all reasonable times until the expiration of 7 (seven) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Service Provider shall be available for interview.

## **9. Confidentiality**

All information which comes into the Service Provider's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Service Provider shall not communicate such information to any third party without the prior written approval of IOM. The Service Provider shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Agreement. These obligations shall survive the expiration or termination of this Agreement.

## **10. Intellectual Property**

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks, and ownership of data resulting from the performance of the Services shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

## **11. Notices**

Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and received by the other Party at the following address:

**International Organization for Migration (IOM)**

Attn: [Name of IOM contact person]

[IOM's address]

Email: [IOM's email address]

**[Full name of the Service Provider]**

Attn: [Name of the Service Provider's contact person]

[Service Provider's address]

Email: [Service Provider's email address]

**12. Dispute resolution**

12.1. Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.

12.2. In the event that the dispute, controversy or claim has not been resolved by negotiation within 3 (three) months of receipt of the notice from one party of the existence of such dispute, controversy or claim, either Party may request that the dispute, controversy or claim is resolved by conciliation by one conciliator in accordance with the UNCITRAL Conciliation Rules of 1980. Article 16 of the UNCITRAL Conciliation Rules does not apply.

12.3. In the event that such conciliation is unsuccessful, either Party may submit the dispute, controversy or claim to arbitration no later than 3 (three) months following the date of termination of conciliation proceedings as per Article 15 of the UNCITRAL Conciliation Rules. The arbitration will be carried out in accordance with the 2010 UNCITRAL arbitration rules as adopted in 2013. The number of arbitrators shall be one and the language of arbitral proceedings shall be English, unless otherwise agreed by the Parties in writing. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award will be final and binding.

12.4. The present Agreement as well as the arbitration agreement above shall be governed by internationally accepted general principles of law and by the terms of the present Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction. Internationally accepted general principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts. Dispute resolution shall be pursued confidentially by both Parties. This Article survives the expiration or termination of the present Agreement.

**13. Use of IOM Name**

The official logo and name of IOM may only be used by the Service Provider in connection with the Services and with the prior written approval of IOM.

#### **14. Status of IOM**

Nothing in this Agreement affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

#### **15. Guarantee and Indemnities**

15.1 The Service Provider shall guarantee any work performed under this Agreement for a period of 12 (twelve) months after final payment by IOM under this Agreement.

15.2 The Service Provider shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Service Provider or its employees, officers, agents or subcontractors, in the performance of this Agreement. IOM shall promptly notify the Service Provider of any written claim, loss, or demand for which the Service Provider is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

#### **16. Waiver**

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Agreement shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Agreement in future instances, but this right shall continue and remain in full force and effect.

#### **17. Termination**

17.1 IOM may terminate this Agreement at any time, in whole or in part.

17.2 In the event of termination of this Agreement, IOM will only pay for the Services completed in accordance with this Agreement unless otherwise agreed. Other amounts paid in advance will be returned to IOM within 7 (seven) days from the date of termination.



17.3 Upon any such termination, the Service Provider shall waive any claims for damages including loss of anticipated profits on account thereof.

## **18. Severability**

If any part of this Agreement is found to be invalid or unenforceable, that part will be severed from this Agreement and the remainder of the Agreement shall remain in full force.

## **19. Entirety**

This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, if any, relating to the subject matter of this Agreement.

## **20. Special Provisions (Optional)**

*Due to the requirements of the Donor financing the Project, the Implementing Partner shall agree and accept the following provisions:*

*[Insert all donor requirements which must be flown down to IOM's implementing partners and subcontractors. In case of any doubt, please contact LEGContracts@iom.int]*

## **21. Final clauses**

21.1 This Agreement will enter into force upon signature by both Parties. It will remain in force until completion of all obligations of the Parties under this Agreement unless terminated earlier in accordance with Article 17.

21.2 Amendments may be made by mutual agreement in writing between the Parties.

Signed in duplicate in English, on the dates and at the places indicated below.

*For and on behalf of*  
The International Organization  
for Migration

*For and on behalf of*  
*[Full name of the Service Provider]*

Signature

Signature

---

*Name*

*Position*

*Date*

*Place*

---

*Name*

*Position*

*Date*

*Place*