IOM Mission – Somalia

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| **Call for Expression of Interest (CEI)** |

1 ***Timeline***

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| --- | --- |
| **CEI Reference number** | CEI\_SOMGC-DS-0003-2024 |
| **Posted (date)** | 22nd April 2024 |
| **Clarification Request Deadline** | 4th May 2024 |
| **Application Deadline** | 19th May 2024 |
| **Notification of Results**  | 1st June 2024 |
| **Implementation Start Date** | 2nd June 2024 |
| **Implementation End Date** | 30th November 2024 |

2 ***Locations***

 *Bosaso district, Puntland State of Somalia*

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

 *Social Cohesion and Durable Solutions for* displacement-affected communities (DACs’)

4 ***Issuing Agency***

IOM

5 ***Project Background***

The Saameynta Joint Programme - Scaling-Up Solutions to Displacement in Somalia is a four-year Programme with overall strategic objective of promoting the sustainable integration of displaced communities in urban areas by empowering governments to leverage value generated by urbanization and urban infrastructure investment and to increase displacement-affected communities (DACs’) self-reliance and access to sustainable basic services in three Somali cities (Baidoa, Bossaso and Beletweyne). Therefore, the Saameynta (Impact) Programme is developed to address Somalia’s internal displacement challenges in an innovative manner, seeking durable solutions that are affordable and sustainable through addressing specific inter-related systemic blockages, challenges, and opportunities.

In Puntland State the focus of Saameynta is Bosaso, the major commercial township in the region, where several people spontaneously moved/are moving fleeing South-Central Somalia and Puntland rural areas due to security, environmental and economic reasons. IDPs, returnees and refugees have put additional strain on the area's limited resources. Through multi-sectoral and integrated interventions covering land governance, spatial planning, sustainable basic services, community planning and capacity building of local authorities, Saameynta seeks to implement community driven and government led projects to find affordable and sustainable durable solutions for the integration of DACs in urban environments through major investments to finance infrastructures for solutions at scale (intermediate outcome), and through land development packages, inclusive governance tools and systems, building government capacity to deliver durable solutions (immediate outcomes).

Saameynta acknowledges that fostering social cohesion is key for reaching its goal of achieving integration. In line with the National Displacement Social Cohesion Policy, Saameynta aims at building economically and politically integrated and socially cohesive communities in displacement-affected areas wherein all citizens feel they are honorable members of the community in which they reside, without dividing individuals into the usual binaries - IDPs versus members of the host community. To achieve that, in line with the National Displacement Social Cohesion Policy, Saameynta seeks to facilitate the development of a localized State’s Social Cohesion Strategy in close collaboration with the State of Puntland and Municipal authorities, to provide a roadmap for addressing the current challenges and realities that obstruct social cohesion. In order to inform this process, a formative assessment on social cohesion is commissioned to identify and evaluate current policies, practices and mechanisms pertaining to this field, as well as key stakeholders’ projects or initiatives carried out in Puntland to foster cohesive societies.

6 ***Expected Results***

IOM is seeking an implementing partner or a qualified service provider that is required to travel to Bosaso and Garowe (and eventually other Puntland municipalities as deemed relevant) purposely for the development of formative assessment and social cohesion strategy in Bosaso district to support the below main objectives.

1. The first main objective of the assignment is to conduct a social cohesion formative assessment for Puntland State, to provide a contextualised analysis over the current state of social cohesion in the target location as well as the availability of social cohesion and social accountability mechanisms, practices, and toolkits. Hence the expected results entail.
* Conduct stakeholder consultations with MoIFAD Puntland, the mayor's office, line ministries, civil society groups, community leaders, Displacement Affected Communities, NGOs, etc. to understand existing social dynamics, tensions, trust levels between groups.
* Map out the key stakeholders and their interests, influences and relationships. Identify any divisions or fault lines in society.
* Research and document existing mechanisms, programs and initiatives aimed at social cohesion, social accountability, conflict prevention/resolution and community participation in key areas (i.e., re/integration, government accountability to citizens, community fund mechanisms, durable solutions, etc.) and assess their effectiveness.
* Analyze factors promoting or hindering social cohesion such as discrimination, lack of services, political marginalization, competition over resources, etc.
* Identify how to link the Social Cohesion Strategy and social accountability mechanisms with e-governance platforms like the Consul platform to be developed by UNDP under the Saameynta Joint Programme.
* Generate a community-based social cohesion and accountability formative assessment, including lessons learnt, identifying challenges, evaluating the effectiveness of existing practices and suggesting potential mechanisms to be encompassed under the Puntland social cohesion strategy to be drafted. The formative assessment report shall entail a stakeholder map and shall be drafted in consultation with MoIFAD and submitted to IOM.
1. This formative assessment will lay the foundation for the second main objective of this assignment, namely the development of the Puntland Social Cohesion Strategy, in line with the recently developed National Displacement Social Cohesion Policy (NDSCP) and the anticipated results include.
* Draft the Social Cohesion Strategy on the basis of the formative assessment and any further study and in close consultation with the Ministry of Interior, Federal Affairs and Democratization in Puntland, as well as other relevant line ministries and local authorities under the leadership of MoIFAD Puntland
* Set a clear long-term vision for an inclusive, participatory and harmonious society in Puntland
* Define strategic objectives and priority thematic areas such as community security, inter-group dialogue, equitable service delivery, empowering youth, etc.
* Recommend targeted programs, policies and institutional reforms to address the root causes of social tensions
* Emphasize community-led solutions and meaningful participation of all stakeholders
* Incorporate traditional conflict resolution mechanisms while promoting democratic values
* Establish monitoring, evaluation and learning frameworks
1. Validation Workshop:
	* Present key findings to stakeholders and elicit their feedback on strategic priorities, programs, implementation approach
	* Incorporate feedback to strengthen strategy and ensure ownership among stakeholders
	* Facilitate discussion on roles and responsibilities of different stakeholders in implementation
2. Capacity Development:
	* Train partners on conflict-sensitive approaches, social cohesion concepts, stakeholder engagement techniques
	* Equip municipal staff and DACs with competence to facilitate community dialogues, manage small projects, monitor initiatives.
	* Conduct refresher workshop to review progress and address any challenges in implementation.

The Programme interventions in Bosaso district will be led by IOM, with operational support from the local implementing partner.

7 ***Other Information***

With regards to the Methodology. The service provider will be responsible for developing the methodology which leverages social accountability and social cohesion, enhancing processes by using a Human Rights-Based Approach to citizen participation and government accountability. The methodology must be developed taking into consideration IOM policies, security situation, do no harm and protection principles. The IOM technical team will review and approve the methodology and tools before commencement of implementation as part of the assignment. For what regards the drafting of the Social Cohesion Strategy itself, the methodology developed must include close collaboration with Puntland MoIFAD and the Puntlant Directorate of Durable Solutions.

The maximum number of working days payable under this contract is 70 days. The professional fee shall be converted into an output-based contract and will be paid as an all-inclusive *Lump Sum fixed Amount* based on the weighted percentage corresponding to each deliverable as below:

* **Deliverable 1** (Inception report, methodologies and workplan) 20% of the lumpsum amount
* **Deliverable 2** (Formative assessment and stakeholder mapping) 30% of the lumpsum amount
* **Deliverable 3** (Draft of the Social Cohesion Strategy agreed among stakeholders, validation workshop, capacity building training and training materials) 40% of lumpsum amount.
* **Deliverable 4** (Validation of the Social Cohesion Strategy, Capacity Development/ ToT and training report), 10% of lumpsum amount
* Payment shall be made in tranches based on achievement of each Deliverable. After review and acceptance of Deliverables(s), the Service Provider will submit an invoice (IOM Certification of Payment Form) to the IOM and Programme Manager to certify that the Deliverable(s) have been achieved in accordance with the schedule of Payment.
* Payment will be made within 30 days of submission of the invoice and certification of payment by IOM.

8 ***Selection Criteria***

|  |  |  |
| --- | --- | --- |
| Name | Description (example) | Weight |
| Clarity of activities and expected results | Interpretation of the objectives in the ToR and partner understanding of deliverables, timelines, and budget | 15 |
| Sector expertise and experience | Partner has expertise in social cohesion and social accountability mechanism and show comprehensive understanding of durable solutions for DACs and community engagement | 25 |
| Cost effectiveness | How cost distributed for program implementation and program management | 15 |
| Local experience and liasing with Federal Member State and municipality | presence and experience in Puntland and experience in coordinating with government authorities / line ministries at the Federal Member state level and municipality | 10 |
| Project management & organisational capacity | Approach and procedure of stearing the measures with project partners and coordination with relevant stakeholders | 10 |
| Relevance of proposal to achieving expected results and monitoring | Detailing how the program will be completed which include potential risks or complications and how the partner would overcome those challenges | 5 |
| Process of the Implementation | Presentation and explanation of the implementation plan including work steps and milestones | 15 |
| Learning, Innovation and Sustainability | Presentation of innovative solutions and how the sustainability of the project is guaranteed | 5 |

9. ***Attachments***

|  |  |
| --- | --- |
| **Description** | **URL** |
| ANNEX A – Terms of Reference | Enclosed |
| ANNEX B - Implementing Partner References Checklist | Enclosed  |
| ANNEX C - Implementing Partners General Information Questionnaire  | Enclosed |
| ANNEX D - Concept Note Template | Enclosed |
| ANNEX E – Project Implementation Agreement Templates | Enclosed |
| Annex F - Financial and Narrative Reporting Templates | Enclosed |
| ANNEX G – Declaration of Conformity for Implementing Partners  | Enclosed |
| ANNEX H – Budget Template | Enclosed |

10 ***For more information on this partnership opportunity, and to apply, please visit*** (Insert IOM website portal)

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 ceisomgrants@iom.int

**Expression of Interest submission guidelines**

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

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at [insert complete address] no later than [insert date and time of deadline of submission]. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelope must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
	1. Cover Letter;
	2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner’s Authorized Representative; and
	3. 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](https://weareallin.iom.int/) 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.

**Annex A**

**Terms of Reference for Social Cohesion Strategy, Puntland State**

1. **Introduction**

The Federal Government of Somalia is faced with the complex challenges of climate hazards, armed conflict, political instability and the resultant protracted and sudden displacement across the country, which has huge impact on already congested urban centres. In addition to responding to the humanitarian needs of displaced people, these challenges require longer term approaches across the humanitarian, development and peace nexus. The influx of IDPs into poorly planned and resource constrained urban centres puts significant pressure on service delivery and can exacerbate existing vulnerabilities and conflict. Failure to support vulnerable IDP communities and neglecting the needs of host communities may result in disenfranchisement and social tension. The objective of the Saameynta (‘impact’) Joint Programme implemented by UNDP, UN Habitat and IOM is to support the Federal Government of Somalia in their goal to achieve durable solutions for the estimated 3,8 million displaced people in the country by targeting 75,000 IDPs, supporting vulnerable displacement affected communities (DACs) in the three cities of Baidoa, Bosaso and Beletweyne.

In Puntland State the focus of Saameynta is Bosaso, the major commercial township in the region, where several people spontaneously moved/are moving fleeing South-Central Somalia and Puntland rural areas due to security, environmental and economic reasons. IDPs, returnees and refugees have put additional strain on the area's limited resources.[[1]](#footnote-2) Through multi-sectoral and integrated interventions covering land governance, spatial planning, sustainable basic services, community planning and capacity building of local authorities, Saameynta seeks to implement community driven and government led projects to find affordable and sustainable durable solutions for the integration of DACs in urban environments through major investments to finance infrastructures for solutions at scale (intermediate outcome), and through land development packages, inclusive governance tools and systems, building government capacity to deliver durable solutions (immediate outcomes).

Saameynta acknowledges that fostering social cohesion is key for reaching its goal of achieving integration. In line with the National Displacement Social Cohesion Policy, Saameynta aims at building economically and politically integrated and socially cohesive communities in displacement-affected areas wherein all citizens feel they are honourable members of the community in which they reside, without dividing individuals into the usual binaries - IDPs versus members of the host community. To achieve that, in line with the National Displacement Social Cohesion Policy, Saameynta seeks to facilitate the development of a localised State’s Social Cohesion Strategy in close collaboration with the State of Puntland and Municipal authorities, to provide a roadmap for addressing the current challenges and realities that obstruct social cohesion. In order to inform this process, a formative assessment on social cohesion is commissioned to identify and evaluate current policies, practices and mechanisms pertaining to this field, as well as key stakeholders’ projects or initiatives carried out in Puntland to foster cohesive societies.

1. **Objectives of the Assignment**

The first main objectives of the assignment is to conduct a social cohesion formative assessment for Puntland State, to provide a contextualised analysis over the current state of social cohesion in the target location as well as the availability of social cohesion and social accountability mechanisms, practices and toolkits. This formative assessment will lay the foundation for the second main objective of this assignment, namely the development of the Puntland Social Cohesion Strategy, in line with the recently developed National Displacement Social Cohesion Policy (NDSCP). The Puntland Social Cohesion Strategy should set clear guidelines, best practices and the identification of social cohesion indicators to ensure participatory planning processes for activities in Puntland to enhance and measure social cohesion between the state and all the displacement affected communities and, among displaced and host communities.

For what regards the formative assessment, the specific areas of interest are as follows:

Formative Assessment Report:

* Conduct stakeholder consultations with MoIFAD Puntland, the mayor's office, line ministries, civil society groups, community leaders, Displacement Affected Communities, NGOs, etc. to understand existing social dynamics, tensions, trust levels between groups.
* Map out the key stakeholders and their interests, influences and relationships. Identify any divisions or fault lines in society.
* Research and document existing mechanisms, programs and initiatives aimed at social cohesion, social accountability, conflict prevention/resolution and community participation in key areas (i.e., re/integration, government accountability to citizens, community fund mechanisms, durable solutions, etc.) and assess their effectiveness.
* Analyze factors promoting or hindering social cohesion such as discrimination, lack of services, political marginalization, competition over resources, etc.
* Generate a community-based social cohesion and accountability formative assessment, including lessons learnt, identifying challenges, evaluating the effectiveness of existing practices and suggesting potential mechanisms to be encompassed under the Puntland social cohesion strategy to be drafted.
* Identify how to link the Social Cohesion Strategy and social accountability mechanisms with e-governance platforms like the Consul platform to be developed by UNDP under the Saameynta Joint Programme.

Draft Social Cohesion Strategy:

* Draft the Social Cohesion Strategy on the basis of the formative assessment and any further study and in close consultation with the Ministry of Interior, Federal Affairs and Democratization in Puntland, as well as other relevant line ministries and local authorities under the leadership of MoIFAD Puntland
* Set a clear long-term vision for an inclusive, participatory and harmonious society in Puntland
* Define strategic objectives and priority thematic areas such as community security, inter-group dialogue, equitable service delivery, empowering youth, etc.
* Recommend targeted programs, policies and institutional reforms to address the root causes of social tensions
* Emphasize community-led solutions and meaningful participation of all stakeholders
* Incorporate traditional conflict resolution mechanisms while promoting democratic values
* Establish monitoring, evaluation and learning frameworks

Validation Workshop:

* Present key findings to stakeholders and elicit their feedback on strategic priorities, programs, implementation approach
* Incorporate feedback to strengthen strategy and ensure ownership among stakeholders
* Facilitate discussion on roles and responsibilities of different stakeholders in implementation

Capacity Development:

* Train partners on conflict-sensitive approaches, social cohesion concepts, stakeholder engagement techniques
* Equip municipal staff and DACs to facilitate community dialogues, manage small projects, monitor initiatives
* Conduct refresher workshops to review progress and address any challenges in implementation.

It is important to note that, although the focus of Saameynta is the Bosaso district, the formative assessment and the subsequent Social Cohesion Strategy are for the benefit of all the people in Puntland, and therefore the geographical scope should not be limited to Bosaso only.

1. **Methodology**

The service provider will be responsible for developing the methodology which leverages social accountability and social cohesion, enhancing processes by using a Human Rights-Based Approach to citizen participation and government accountability. The methodology must be developed taking into consideration IOM policies, security situation, do no harm and protection principles. The IOM technical team will review and approve the methodology and tools before commencement of implementation as part of the assignment. For what regards the drafting of the Social Cohesion Strategy itself, the methodology developed must include close collaboration with Puntland MoIFAD and the Puntland Directorate of Durable Solutions.

| **Phase** | **Targeted Activities** | **Expected Deliverables/ Output** |
| --- | --- | --- |
| 1. Inception phase | * Convene inception meeting with IOM
* Identification of key stakeholders in Puntland
* Desk review of available policies, strategies, mechanism related to social cohesion and social accountability.
* Preparation of inception report incl. workplan, methodology for data collection of the formative assessment and outline of the strategy
 | Inception report incl. detailed work plan and proposed methodology |
| 2. Consultations and preparing the formative assessment  | * Consultations with key stakeholders
* Consolidation of key findings and preparing the formative assessment report incl. stakeholder map and a list of existing social cohesion mechanism, tools in Puntland.
* (online) Presentation of the Formative Assessment Report
 | Draft Formative Assessment Report incl. stakeholder map is produced in consultation with MoIFAD and submitted to IOMFinal Formative Assessment Report |
| 3. Drafting of social cohesion strategy  | * Draft the Puntland Social Cohesion Strategy in close coordination with MoIFAD Puntland and other line ministries.
 | Draft Social Cohesion Strategy and submitted to IOM for comments. |
| 4. Validation process  | * Facilitation/organising the Validation Workshop
* Presentation of social cohesion strategy to all key stakeholders at the validation workshop
* collaborate with Puntland MoIFAD, Durable Solution Directorate, Bosaso municipality and the other relevant authorities in ensuring that the views and voices of key stakeholders are correctly represented in the Social Cohesion Strategy
* Review Draft Social Cohesion Strategy and incorporating feedback from stakeholders consulted during the validation processes.
 | Puntland Social Cohesion Strategy is reviewed and validated by all stakeholders and endorsed by MoIFAD Puntland |
| 5. Capacity building (ToT) training  | * Develop training toolkits, manual and training PowerPoint slides.
* Conduct training for targeted partners, DACs and Municipal staff in social cohesion processes and tools of practice (including adaptation to the local context).
* Strengthen capacities of duty bearers and relevant stakeholders in view of promoting social cohesion and community resilience, tolerance and respect.
 | Presentations and facilitation of ToT training for policy makers to increase awareness about the policy.Develop PowerPoint presentation and other training toolkits for the ToT training.Report on Training of Trainers (ToTs) incl. participant list and photos. |

1. **Institutional Arrangement**
* The service provider is required to exhibit his or her full commitment with IOM during the specified period.
* In the event of a delay, the service provider will inform IOM promptly so that decisions and remedial action may be taken accordingly.
* Should IOM deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the final deliverables.
1. **Duration of the Work**

The duration of the work is expected to be 70 working days from the start of the contract. The work is expected to start on 1st June and end 30th November 2024. The deliverables identified above will be scheduled in a timeline agreeable to both sides within this period.

1. **Duty Station**

The service provider is required to travel to Bosaso and Garowe (and eventually other Puntland municipalities as deemed relevant).

1. **Qualifications of the Successful Service Provider**

**7.1 Education**

* The lead person should possess a minimum of master’s degree in social science, Development Studies, International Relations, Public Administration, Economics, Public Policy, or a related field from an accredited academic institution; or
* Bachelor’s Degree in above fields with ten years of relevant professional experience.

**7.2 Experience**

* At least 5 years work experience in conducting organizational capacity assessments, strategic planning, and other relevant organizational development assignment.
* Social science research knowledge and expertise in social cohesion and social accountability.
* Experience in conducting community planning processes, and in translating evidence for a policy audience.
* Experience in liaising with government authorities.
* Understanding of government policies, guidelines, legislation, and strategies related to social cohesion, social accountability and durable solutions for internal displacement.
* Excellent reporting and presentation skills.
* Experience with UN agencies, international humanitarian organizations, and non-governmental or governmental institutions/organizations in a multi-cultural setting.
* Sensitivity to cultural differences and the ability to work effectively across a wide variety of cultural contexts.
* Experience in providing technical support at various levels of the Government related to tailored capacity building.
* Experience in Puntland will be considered an added advantage.
* Excellent analytical, negotiating, communication, and advocacy skills.
* Computer/software literate, preferably with advanced skills in Microsoft software such as Excel and PowerPoint and other software.

**7.3 Language requirements:**

* Fluency in English, both written and spoken.
* Fluency in Somali, both written and spoken.

**7.4 Corporate and Functional Competencies:**

* Demonstrates integrity and fairness by modelling the IOM values and ethical standards.
* Promotes the vision, mission, and strategic goals of the IOM.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
* Treats all people fairly without favouritism.
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
* Promotes innovation and knowledge management in the project and a learning environment in the office through leadership and personal example.
* In-depth practical knowledge of interdisciplinary development issues.
* Seeks and applies knowledge, information, and best practices from within and outside of the project.
1. ***Scope of Price Proposal and Schedule of Payments***

The maximum number of working days payable under this contract is 70 days. The professional fee shall be converted into an output-based contract and will be paid as an all-inclusive *Lump Sum fixed Amount* based on the weighted percentage corresponding to each deliverable as below:

* **Deliverable 1** (Inception report, methodologies and workplan) 20% of the lumpsum amount
* **Deliverable 2** (Formative assessment and stakeholder mapping) 30% of the lumpsum amount
* **Deliverable 3** (Draft of the Social Cohesion Strategy agreed among stakeholders, validation workshop, capacity building training and training materials) 40% of lumpsum amount.
* **Deliverable 4** (Validation of the Social Cohesion Strategy, Capacity Development/ ToT and training report), 10% of lumpsum amount
* Payment shall be made in tranches based on achievement of each Deliverable. After review and acceptance of Deliverables(s), the Service Provider will submit an invoice (IOM Certification of Payment Form) to the IOM and Programme Manager to certify that the Deliverable(s) have been achieved in accordance with the schedule of Payment.
* Payment will be made within 30 days of submission of the invoice and certification of payment by IOM.
1. ***Performance Indicators for evaluation of results***
* Planning and timelines
* Satisfactory completion of TOR tasks
* Quality of the stakeholder mapping
* Quality of the formative assessment final report
1. **Criteria for Selection of Best Offer**

The service provider will be selected pursuant to a desk review of offers received.

|  |  |  |
| --- | --- | --- |
| Name | Description (example) | Weight |
| Clarity of activities and expected results | Interpretation of the objectives in the ToR and partner understanding of deliverables, timelines, and budget | 15 |
| Sector expertise and experience | Partner has expertise in social cohesion and social accountability mechanism and show comprehensive understanding of durable solutions for DACs and community engagement | 25 |
| Cost effectiveness | How cost distributed for program implementation and program management | 15 |
| Local experience and liasing with Federal Member State and municipality | presence and experience in Puntland and experience in coordinating with government authorities / line ministries at the Federal Member state level and municipality | 10 |
| Project management & organisational capacity | Approach and procedure of stearing the measures with project partners and coordination with relevant stakeholders | 10 |
| Relevance of proposal to achieving expected results and monitoring | Detailing how the program will be completed which include potential risks or complications and how the partner would overcome those challenges | 5 |
| Process of the Implementation | Presentation and explanation of the implementation plan including work steps and milestones | 15 |
| Learning , Innovation and Sustainability | Presentation of innovative solutions and how the sustainability of the project is guaranteed | 5 |

**Annex B - 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

**Annex C - 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:** | CEI\_SOMGC-DS-0003-2024 |
| **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](https://www.iom.int/sites/g/files/tmzbdl486/files/2018-07/IOM-Humanitarian-Policy-Principles-on-Humanitarian-Action.pdf)? |  |
| 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 a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years? |   |
| Are all costs booked in the organizations accounts in a timely manner? |  |
| Can the organization provide periodic financial reports at the project level? |  |
| **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? Des 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:

|  |
| --- |
| **Annex D - IOM** Implementing Partners Concept Note Template |

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| **Section 1. Concept note overview** |
| **Name of prospective partner** |  |
| **Type of concept note**  | Response to IOM-issued CEI | [ ]  | Unsolicited concept note | [ ]  |
| CEI ID | SOM/GC-LMHD/0002/2024 | CEI ID | N/A |
| **Concept note title** |  |
| **Geographical coverage** | *Country, province, district* |
| **Population focus** | Number and type(s) of direct beneficiaries |  |
| Number and type(s) of indirect beneficiaries |  |
| **Programme duration (in months)** |  |
| **Programme budget(please indicate currency)** | Contribution from prospective partner |  |
| Contribution requested from IOM |  |
| Total |  |

|  |
| --- |
| **Section 2. Programme description** |
| **2.1 Rationale/justification (400 words max)**  |
| *Outline the problem statement, the context and the rationale for the programme:* * *Provide an overview of the existing problem, using disaggregated data from existing reports.*
* *Describe who is affected and what the barriers/bottlenecks to outcomes for children are.*
* *Describe how the problem is linked to national priorities and policies.*
* *Describe the relevance of the programme in addressing problems identified.*
 |
| **2.2 Target beneficiaries (250 words max)** |
| *Describe the target groups and beneficiaries anticipated to be reached by the proposed programme.*  |
| **2.3 Proposed programme approach/methodology (400 words max)**  |
| *Describe how the programme will address the problem statement in Section 2.1. Explain how the proposed approach/methodology will lead to the anticipated change. Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed programme. Please note that specific activities and results are to be detailed in Section 3.*  |
| **2.4 Gender, equity, and sustainability (250 words max)** |
| *Describe the practical measures taken in the programme to address gender, equity and sustainability considerations.* |
| **2.5 Prospective partner’s contribution and comparative advantage (250 words max)** |
| *Briefly outline the partner-specific contributions to the programme. Mention both financial and non-financial contributions. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.* |
| **2.6 Risk management (250 words max)** |
| *Describe potential areas of risk that may negatively impact the organization’s capacity to fully implement the proposed programme. Describe any mitigating actions that will be incorporated into the programme to manage the identified risks.* |
| **2.7 Key personnel** |
| *Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.* |
| Name and position | Relevant qualifications/experiences |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| **2.8 Other partners involved (100 words max)**  |
| *Describe other partners who will have a role in programme implementation, including other organizations providing technical and financial support for the programme.* |
| **2.9 Other (250 words max)** |
| *Describe any other relevant information that is applicable to the proposed programme. If this concept note is being submitted in response to a IOM-issued CEI, please refer to the guidance provided in the ‘Other information’ field of the CEI.*  |

|  |
| --- |
| **Section 3. Expected results, performance indicators, activities, implementation period and budget** |
| *Complete the table below to provide an indicative outline of the results framework of the proposed programme, including programme outputs, performance indicators, activities, implementation period and budget. Note that* ***each*** *programme output should refer to a service or product resulting from the programme, and should have accompanying performance indicators. Note that* ***each*** *of the performance indicators should include a baseline, target and means of verification.*  |

|  |
| --- |
| Result statement: *Please insert the high-level result statement here.* |
| **Programme Outputs** | **Performance Indicators (including baselines, targets, and means of verification)** | **Activities** | **Implementation Period** | **Activity-Level Budgets** |
| **Contribution from prospective partner** | **Contribution requested from IOM** | **Total** |
| Programme Output 1 |  | Activity 1.1.  | *Month 2* | *$10,000* | *$10,000* | *$20,000* |
| Activity 1.2.  | *Months 3-5* | *$10,000* | *$20,000* | *$30,000* |
| Activity 1.3.  | *Months 1-5* | *$4,000* | *$2,000* | *$6,000* |
| Programme Output 2 | * *Insert performance indicator, and accompanying baseline, target and means of verification here*
* *Insert performance indicator, and accompanying baseline, target and means of verification here*
 | *Insert activity contributing to programme output here* | *Insert implementation period for the designated activity here* | *Insert partner contribution to activity here* | *Insert requested IOM contribution to activity here* | *Insert total budget of activity here* |
| *Insert activity contributing to programme output here* |  |  |  |  |
| *Insert activity contributing to programme output here* |  |  |  |  |
| ***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).

1. Somalia, Puntland Situational Report, OCHA. [↑](#footnote-ref-2)