

REQUEST FOR PROPOSAL

RFQ Reference: **22391**
Country: IOM IRAQ

Date: 04 July 2024

Subject of: External Final Evaluation of Community Revitalization Program Phase XII IOM Community Revitalization Program Phase XII under the portfolio of respective divisions (Transition and Recovery, Migration Health, Peace Building and Stabilization and Protection); contracting the evaluation.

hereinafter referred to as IOM hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

International Organization for Migration kindly requests your proposal for External Final Evaluation of Community Revitalization Program Phase XII.

Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent through email to the below contact details no later than at **14:00 pm on 14 July 2024**.

Contact person for correspondence and notifications:

- Contact person: IOM Iraq Tender
- E-mail address: iraqtenders@iom.int

Contact person (s) for clarifications:

- Focal Person(s): Abdallah RABAH and Soraya DOUIDER
- E-mail address: arabah@iom.int and sdouider@iom.int

RFQ INFORMATION

Deadline for the submission of proposal	No later than 23-Jul-2024 Midnight - Baghdad, IRAQ. If any doubt exists as to the time zone in which the proposal should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of submission	Proposal must be submitted as follows: <input checked="" type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.
Cost of preparation of proposal	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Proposal validity period	The proposal shall remain valid for 60 days days from the deadline for the submission.
Price	Proposals shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial proposals	<input checked="" type="checkbox"/> Not permitted

	<input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	<p><u>Contact person for correspondence and notifications:</u></p> <ul style="list-style-type: none"> - <u>Contact person:</u> IOM Iraq Tender - <u>E-mail address:</u> iraqtenders@iom.int <p><u>Contact person (s) for clarifications:</u></p> <ul style="list-style-type: none"> - <u>Focal Person(s):</u> Abdallah RABAH and Soraya DOUIDER - <u>E-mail address:</u> arabah@iom.int and sdouider@iom.int
ICT Technical Terms	<ul style="list-style-type: none"> • The maximum size for sending and receiving emails, including attachments, is 25 MB. • The total path length, including the file name, cannot exceed 400 • Individual file and folder names cannot exceed 255 characters. <p>Certain characters are not allowed in file or folder names, including \ / : * ? " < > .</p>
Evaluation method	<p><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input checked="" type="checkbox"/> Other</p> <p>IOM shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) c) Evaluation of technical proposals d) Evaluation of financial proposals. <p>Evaluation will be based on Combined scoring method using a distribution of 70%-30%. Technical proposal - financial proposal.</p>
Right not to accept any proposal	IOM is not bound to accept any proposals, nor award a contract or purchase order
Expected date for contract/PO award.	9-September-24

Thank you and we look forward to receiving your proposal.

PROPOSAL SUBMISSION FORM

RFQ Reference: 22391	Date
RFQ ref no: 22391	

Requirements (Specs/TOR/SOW)

TITLE: COMMUNITY REVITALIZATION PROGRAM (CRP) – Phase XII
External Final Evaluation

Commissioned by: IOM IRAQ COUNTRY OFFICE

The International Organization for Migration (IOM) is part of the United Nations System as the leading inter-governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 174 member states and presence in over 100 countries. IOM works on migration and development, facilitating migration, regulating migration and solutions for forced migration. IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants’ rights, migration health and the gender dimension of migration.

1. EVALUATION CONTEXT

1.1. Political, Environmental, and Socio-economic Context:

Since the official end of the conflict between Iraq and the Islamic State and the Levant (ISIL) in 2017, programming in Iraq has gradually transitioned from humanitarian to recovery and stabilization efforts. As of 31 December 2023, more than 4.8 million formerly displaced individuals returned to their areas of origin mostly through their own means, however, around 1.1 million Iraqis remain displaced, with 161,635 still residing in camps.

As a result, the country continues to face complex challenges in addressing the needs of the Internally Displaced Persons (IDPs), returnees, host community members and the wider population. In addition to the IDP caseload, the Government of Iraq (GoI) is facing mounting pressure from the international community to expedite the repatriation of all Iraqis citizens from North-East Syria (NES) and notably those in Al-Hol camp in light of both the deterioration of the security situation in NES as well of the dire living conditions inside Al-Hol.

1.2. Summary of the IOM Iraq CRP XII Project:

Donor	Project Title	Start date	End date	Locations	Total Budget
PRM (USA – Bureau of Population Refugees and Migration)	Community Revitalization Program – Phase XII	1-Oct-23	29-Sept-24	Dohuk, Erbil, Ninewa, Diyala, Salah al-Din, Anbar	34,997,946 USD

Considering the complexities around advancing durable solutions in Iraq, IOM proposed a multi-layered approach that combines the provision of durable solutions and pathways to return and reintegration while simultaneously addressing the underlying barriers to returns as well as supporting receiving communities in efforts to strengthen the social fabric. The project focused on two main groups, IDPs in a state of protracted displacement, as well as Iraqi nationals that have returned from NES.

Under this grant, IOM contributed to improving return, local integration, and settlement in new locations by:

1. Supporting access to basic needs for persons in Jeddah 1 Rehabilitation Center (J1) and improving the conditions to meet their basic needs, improve their resilience, and prepare for their sustainable (re-)integration. Planned activities will aim to facilitate access to basic services in Jeddah 1 and improving the capacity of returnees to address blockages that impede sustainable reintegration into their areas of return following departure.
2. Supporting IDPs and returnees from NES and improve their access to pathways to durable solutions through facilitated, safe, and voluntary return, local integration, or settlement in new locations.
3. Supporting the implementation of community-based interventions and multi-sectoral service provision in target areas.

4. Supporting government, local civil society, and the international community to increase their capacity to support pathways towards durable solutions and the process of reintegration of returnees from NES, through tailored technical support, strengthened knowledge and evidence, and coordination of responses.

2. EVALUATION PURPOSE AND OBJECTIVES

The evaluation is an IOM final evaluation to be conducted through an external firm or consultant in all the targeted governorates and locations. Lessons learned, best practices, and recommendations will be used at a strategic level to improve implementation, and service delivery for future interventions.

The evaluation specific objectives are to:

- Assess the overall project's performance from planning, implementation and knowledge management by identifying the key strengths and areas of gaps and make the necessary recommendations for improvement.
- Document vital lessons-learned/best practices for future strategies and interventions.
- Support the use of relevant and timely contributions to organisational learning, informed decision-making processes resulting from the analysis, conclusions or recommendations as well as and accountability for results.
- Endorse IOM's obligation on transparency and Accountability to the Affected Populations (AAP), donors and Iraqi government authorities as well as assess the effectiveness of IOM's CFM effectiveness and the level of beneficiaries' usage.

3. EVALUATION SCOPE

The scope should focus on all the outcomes of the project as below:

1. **Persons in need in J1 have increased support to meet their basic needs, improve their resilience, and achieve their sustainable (re-) integration**
2. **IDPs and returnees from NES have improved access to pathways to durable solutions through facilitated, safe, and voluntary return, local integration, or settlement in new locations**
3. **Progress towards durable solutions and sustainable reintegration for displacement-affected people is enhanced through community-based interventions and multi-sectoral service provision in target areas**
4. **Government, local civil society, and the international community have increased capacity to support pathways towards durable solutions and the process of reintegration of returnees from NES, through tailored technical support, strengthened knowledge and evidence, and coordination of responses**

In addition, the evaluation will also focus on IOM's implementing partners.

4. EVALUATION CRITERIA

Project's performance should be evaluated against the evaluation OECD/DAC criteria of relevance, effectiveness, coherence, efficiency, sustainability and impact. In total, the evaluation criteria form the basis and guidance for the evaluation suggested questions as presented below.

5. EVALUATION GUIDING QUESTIONS

Relevance

- a) How appropriate are the project's intended results for the context within which it operates?
- b) Is the intervention well-designed to address needs and priorities?
- c) Was the project aligned with and supportive of national strategies?
- d) To what extent have gender considerations been integrated into the design, planning and implementation of the project and the results achieved?

Effectiveness

- e) To what extent did the intervention achieve its objective, including the timely delivery of assistance?
- f) Were the target beneficiaries reached as expected?
- g) Did the project successfully translate the resources (inputs) into tangible and quality outputs and outcomes in accordance with the stated plans?
- h) What external socio-economic, political, or other factors impacted the project's performance and achievements?
- i) Were gender-disaggregated targets set and were gender-disaggregated indicators used?

Coherence

- j) Do synergies exist with other interventions carried out by IOM as well as intervention partners?
- k) To what extent is the intervention consistent with other actors' interventions in the same context?
- l) Is the project well-aligned with IOM's national, regional and global strategies and the Migration Governance Framework?

Efficiency

- m) Were the project activities undertaken and the outputs delivered on time? If not, what were the reasons?
- n) Are there any other alternative approaches that could have been more cost-effective in achieving the project's objectives?

Impact

- o) What significant change(s) did the intervention bring or is expected to bring, whether positive or negative, intended or unintended?
- p) To what extent has the inclusion of gender issues led to better quality results? (outcome and impact)?

Sustainability

- q) To what extent are the results achieved sustainable?
- r) To what extent were stakeholders involved/consulted during the project?
- s) What are the assumptions about gender roles, norms and relations that supported or hindered the project? And how will these factors affect the sustainability of the results?

6. EVALUATION METHODOLOGY

The firm/ consultant is ultimately responsible for the development of the overall methodological approach of the evaluation and is expected to propose methodologies that the firm/ consultant considers most appropriate to achieve the aims of this evaluation.

Efforts shall be exerted to safeguard the inclusivity and engagement of relevant stakeholders to bring out their voices on how they perceived the implementation of the project; notably, the returnees, IDPs, host communities, the most vulnerable conflict-affected populations, civil societies, government counterparts, community and local authorities' leaders. Key Informants Interviews (KIIs) with representatives from the community, government authorities, and other relevant actors (if any) should be held. Similarly, interviews, FGDs, and surveys with a selected sample from the Returnees, IDPs and host-communities or beneficiaries should be conducted to assess how the project has responded according to their expectations, objectives and priorities.

The evaluation processes shall be in line with IOM Data Protection Principles¹, IOM code of conduct, Do no harm principles, UNEG norms and standards for evaluations². The results of this evaluation will contribute to improving learning for future interventions.

In addition, the evaluation would also have to cover cross-cutting issues such as gender, accountability to affected populations and inclusion of Persons with Disabilities.

¹ IOM Data Protection Manual, <https://publications.iom.int/books/iom-data-protection-manual>.

² UNEG norms and standards for evaluation: <http://www.uneval.org/document/guidance-documents>.

The evaluation is expected to take place in-person and to travel to Iraq. The firm/ consultant may engage national consultants based in Iraq to support their work.

Summary of the Evaluation Methodology and Data Collection Tools

Table 01: Evaluation Methodology and Data Collection Tools

Method	Tasks	Tools required
Desk study	Review of proposal, project reports, work plans and other documents.	
Key Informant Interviews	Identify and secure an interview with relevant KIs and implementing pattern: programme staff, community and stakeholder's representatives (IDPs, host-communities, governmental authorities, civil societies, and other actors).	Structured questionnaire
On-site observation	Conduct field visits, observation of project activities and sites	Observation Guides
Focus group discussion (FGD)	<ul style="list-style-type: none"> FGDs to explore stakeholder opinions and judgements towards the engagement level, processes, and project implementation. In-Depth information on the needs, motivations, intentions, and experiences of the group to assess how the project has responded according to their expectations 	FGD Guides
Beneficiary Interviews and surveys	Identify and secure interviews with Beneficiaries (sample for each activity should be selected based on a statistically relevant sample per the survey system, that is, a 95% confidence level and a confidence interval of 5)	Structured questionnaire

7. EVALUATION DELIVERABLES

The evaluator should produce:

- 1- First draft of inception report as per the IOM template including the tools/materials. A data collection plan as well as an evaluation matrix should also be submitted with the inception report: **14th October 2024 COB Baghdad Time**
- 2- A final version of inception report: **31st October 2024 COB Baghdad Time**
- 3- Weekly report on activities starting from the data collection: every Thursday
- 4- Routine meetings and discussions with the M&E Officer, Programme Manager/ project team, Project focal points : based on needs
- 5- First draft of the final evaluation report (based on IOM template) with a summary of the evaluation (2-pages as per IOM template) and an updated Results Framework (indicators). All data collected from the different sources must also be shared to IOM with the 1st draft of the final report : **07th December 2024 COB Baghdad Time**
- 6- Meeting with IOM team to present the main findings, recommendations and challenges: **08th December 2024**
- 7- Final version of the evaluation report, including a) updated Results Framework and b) Management Response Matrix: **21st December 2024 COB Baghdad Time**

8. EVALUATION PROPOSED WORKPLAN

Table 02: The Evaluation proposed work plan

Activity	Responsible	Location	Start	Data collection, and reporting	
			<i>October</i>	<i>November</i>	<i>December</i>
1. Kick off meeting	IOM	Home-based	X		
2. First draft of the inception report, tools and data collection plan	Evaluation firm	Home-based	X		
3. Final version of the inception report	Evaluation firm	Home-based	X		
4. Fieldwork – data collection	Evaluation firm	Iraq - Field site		X	
5. First draft of evaluation report including raw data and Results Framework	Evaluation firm	Home-based			X
6. Meeting to present main findings, recommendations	Evaluation firm	Home-based			X
7. Final version of the evaluation report including Management and Action Plan Matrix	Evaluation firm	Home based			X

9. EVALUATION BUDGET AND DISBURSEMENT

The payment terms shall be issued per the terms and condition of the Purchase Order (PO) based on the disbursement schedule below;

- Satisfactory inception report submission – 30%
- Submission of first draft of the evaluation report together with raw data – 30%
- Satisfactory final report with relevant annexes – 40%

The final payment shall be issued not less than 30 days upon (1) the completion of the work, (2) receive of the final original invoice and (3) receive of the final evaluation report and summary of the evaluation brief following the incorporation of feedback from the IOM ERG.

10. REQUIREMENTS

An international consultancy firm with valid registrations, and it should have legal registration paperwork in Iraq, and formal access to the locations of the programme implementation.

The selected firm/ consultant should possess the following minimum qualifications as follows:

Table 03: Qualifications and Experience

	<i>Qualifications and experience</i>
<i>Academic skills</i>	Master's degree in advanced applied research/evaluation methods/ economics, business, or any related academic discipline or an affiliation with a research institution or a university, holding a PhD, or being in pursuit of a PhD in a relevant field is an advantage.
<i>Previous Experience</i>	<ul style="list-style-type: none"> ○ 5 of years evaluating humanitarian programmes ○ At least two evaluation contracts of similar value, nature and complexity implemented over the last three years or more. ○ Strong background in monitoring and evaluation techniques and ideal experience in conflict-affected countries. ○ Conversant with the context in Iraq, other countries in the Middle East or MENA region. ○ Experience in developing and implementing Evaluations with the UN, International NGOs or donors. ○ Familiarity with the OECD/DAC and UNEG evaluation framework. ○ Excellent knowledge and experience in survey design, implementation of surveys and statistical data analysis. ○ Excellent analytical, communication, writing and presentation skills in English. ○ Ability to analyse complex intervention.
<i>Accountability</i>	<ul style="list-style-type: none"> ○ Creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA). ○ Accepts and gives constructive criticism. ○ Follows all relevant procedures, processes, and policies related to the organisational principles. ○ Meets deadline, cost, and quality requirements for outputs. ○ Monitors own work to correct errors or incorporate inputs. ○ Takes responsibility for meeting commitments and for any shortcomings.
<i>Orientation</i>	<ul style="list-style-type: none"> ○ Identifies the immediate and peripheral programme staff of own work. ○ Establishes and maintains productive working relationships with staff. ○ Identifies and monitors changes in the needs of evaluation, including donors, governments and project beneficiaries. ○ Keeps staff/managers informed of developments and setbacks related to the evaluation.

11. SUBMISSION OF APPLICATION/EXPRESSION OF INTEREST

The interested firm/ consultant should submit a technical proposal with a detailed evaluation methodology, indicative work plan, and the overall approach to the evaluation and an all-inclusive budget proposal no later than **23rd July 2024**. The submission of proposals (technical and financial) and/or related questions should be directed via procurement email to: IRAQTENDERS@iom.int

The submission should also include the followings:

- Company/ Consultant profile including a history of similar projects (if applicable);
- A cover letter;
- CV and biographies of independent consultant/consulting firm and key assessment team members (if any);
- References for each evaluation team member or the firm;
- An example of a recent evaluation report.

Important Note: When evaluating the competing applicants, IOM will consider the written qualifications/capability, financial offer, the information provided by the applicants, and any other information obtained by IOM through its research.

IOM reserves the right to change the calendar of events or revise any parts of the requirements of the evaluation at any time.

Delivery Requirements:

Currency of the Proposal: USD					
INCOTERMS: N/A					
Item No	Description	UOM	Qty	Unit price	Total price
1.	External Final Evaluation of Community Revitalization Program Phase XII as attached ToR	L.S	1		
Total Price					
Transportation Price					N/A
Insurance Price					N/A
Installation Price					N/A
Training Price					N/A
Other Charges (specify)					N/A
Total Final and All-inclusive Price					

COMPANY PROFILE (Vendor Information Form)³

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

BIDDER'S DECLARATION OF CONFORMITY⁴

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of

³ If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

⁴ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Yes	No	

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.