

REQUEST FOR PROPOSALS

(PROCUREMENT OF SERVICES)

For Simple Assignments

SERVICES FOR

As per TOR

Prepared by



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

[IOM, Nepal]

[June 26, 2022]

REQUEST FOR PROPOSALS

Mission: *[Nepal]*

Project Name: *[IOM, Dakchayata project]*

Title of Services: *[Collect Testimonials of Returnee Migrants]*



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Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider for the *[IOM, Dakchayata project]* for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: *[Collect Testimonials of Returnee Migrants]*. 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

The Proposals must be delivered by hand or through mail to IOM with office address at *[Kathmanduprocurement@iom.int]* on or *before [July 10, 2022]*. 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

[Madhu Sharma]
[Procurement and Logistic Unit]

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

Table of Contents

Section I - Instructions to Service Providers/ Consulting Firms	5
Section II – Technical Proposal Standard Forms	14
Section III. Financial Proposal - Standard Forms.....	21
Section IV. Terms of Reference	Error! Bookmark not defined.
Section V – Pro-forma Contract.....	Error! Bookmark not defined.

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 4.3. 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 ***[Three (3) 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 **[As per TOR]**.
- 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.¹
 - 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 **[Team Leader minimum 7 years and Team Members minimum 5 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).

¹ This clause shall be included/revised as deemed necessary

- 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 [*Team Leader minimum 7 years and Team Members minimum 5 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.² 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 *[NPR]*.
- 7.5 The Financial Proposal shall be valid for *[insert validity date: normally between 60-90 calendar days]*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment³. 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.

² *This clause shall be included/revised as deemed necessary*

³ *For this purpose, the Mission may have the option to require short-listed Consultants a bid security.*

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 system⁴. 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:

Points

- | | |
|--|-------------|
| (i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment: | [10] |
| (ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference: | |
| a) Technical approach and methodology | [25] |
| b) Work plan | [10] |

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

- c) Organization and staffing [15]
- Total points for criterion (ii): [50]

(iii) Key professional staff qualifications and competence for the assignment

- a) Team Leader [5]
- b) [*Team member: Inclusive Team Members (language and representation with proven minimum five years of experience)*] [15]
- c) [*Technical Demonstration: experience producing high quality contents in writing, and video*] [20]
- Total points for criterion (iii): [40]
- Total points of i, ii, iii : [100]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- 1) General qualifications [40%]
- 2) Adequacy for the assignment [50%]
- 3) Experience in region and language [10 %]
- Total weight: 100%

The minimum technical score S_t required to pass is: ____ Points [70%]

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 :

$$\mathbf{Sf = 100 \times F1 / F}$$

Where:

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

F1 - 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 weights⁵ (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 **[July 18, 2022]**.
- 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.

⁵ May vary depending on the requirement of the Mission; normally, weight assigned to Technical is .80 and .20 for the Financial.

- 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 *[3rd Week of July, 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 *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* 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

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
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

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

A. Field Investigation and Other Activities														
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 *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* 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

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

¹ 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): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ 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.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-7.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ 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]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

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

² 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]

Description¹	Unit	Unit Cost²
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		

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

² Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory:



(Section IV)

Terms of Reference for Case Study Collections

Expression of Interest to Collect Testimonials of Returnee Migrants

Background

COVID-19 has had a significant impact on Nepali migrant workers, who are key contributors to the socio-economic development of the country. Despite disruptions in foreign employment caused by the pandemic, remittances continue to be an essential pillar of Nepal's economy. During the pandemic, many Nepali migrants returned to the country while many remained stranded in destination countries. According to the Ministry of Home Affairs, during the pandemic, over 700,000 Nepali migrants returned through the land border and according to the COVID-19 Crisis Management Center's (CCMC) record, a total of 632,589 migrants returned (as of 20 Jan 2022) via flights. The two primary geographical areas from which Nepalese migrants returned were India (59%) and the Gulf Cooperation Countries (34%). The ongoing public health crisis has been a wake-up call to prioritize the preparation for the return, repatriation and reintegration of the migrants while also utilizing skills, investments and network of the migrants and diaspora for national development.

It is estimated that only 13.6 per cent of the returnees who were repatriated during the COVID-19 predicament had received job related training before migration. The main skills that the returnees had learned at the destination country were related to factory and hotel/restaurant work. Many migrant workers reported challenges when seeking work particularly in accessing credit, training, and marketing opportunities. Moreover, the returnee migrants have strong aspirations to engage in the Nepalese domestic economy and are eager to be involved in self-employment/entrepreneurship activities. Such migrants expect facilitation (including skills enhancement) from the Government, non-government, and private sector actors to support their businesses.¹

The return of over a million migrants to Nepal is an opportunity for the country in terms of demographic dividend. However, challenges remain in reintegration of the returnees and to identify the skill development process of the migrant workers as facilitated by the Government and private sector including private recruitment agencies. One of the key challenges includes identifying the alignment of the skills with labour market needs, demands at the domestic level specific to the provincial needs and international labour markets.

In this context, IOM Nepal, with the support from British Council through its *Dakchayata* project funded by European Union, seeks to promote skilling, reskilling/recognition of prior learning of returnee migrant workers and establish potential linkages with IOM Nepal's ongoing projects on reintegration of migrants and their family. IOM implements the project "Generating Evidences for Future Skills Needs of Migrant Workers in Nepal" under the lead of the Ministry of Education, Science and Technology (MoEST) and in close coordination with the Ministry of Labour, Employment and Social Security and the Center of Technical Education and Vocational Training (CTEVT) and will work in partnership with Non- Resident

¹ Profiling returnee migrant workers for labour market integration, IOM, 2021.



Nepali Association (NRNA), various private sector partners and relevant stakeholders.

Through this project, IOM seeks to support individuals who have returned to Nepal due to loss of opportunities and are affected by the pandemic, aspirant migrants and family members through the research on new emerging trends on skills needs and sharing information on relevant skills training activities implemented in Nepal. Activities will target at least one (or more) of the three TVET focal sectors: Agriculture, Construction or Tourism.

In this regard, IOM is seeking a consulting firm/organization to develop 100 testimonials of returnee migrants selected from all seven provinces.

Objectives

The primary objective of the project is to generate evidence to build competencies for future skill requirements, support the stakeholders and returnee migrant workers and their family members who were affected by the pandemic through identification of enterprise skillset needs in the field of work, demand needs, and support in the design and delivery of relevant reintegration activities.

The activities proposed are based on the recommendations made by IOM's study conducted through the support from the European Commission and recommendations of the Nepal Migration Profile to renew focus on upskilling of the migrant workers and identify new opportunities to the returnees with special focus to maximise potential of women returnee migrant workers.

Under the supervision of the IOM Nepal team, the selected firm/consultant will be responsible for the development of stories of 100 returnee migrants supported by *Dakchyata*, IOM, the Rural Enterprise Remittances Programme (RERP) of the Ministry of Industry, Commerce and Supplies, the Foreign Employment Board Secretariat and in coordination with other stakeholders, and present it in a book to highlight success, challenges and showcase how skills help in getting better pay and protection during the migration cycle. These testimonials will create awareness on safe migration practices and serve as an advocacy tool to raise the voices of the migrants.

Under the supervision of the MoEST and IOM, the selected media company/organization will undertake the following responsibilities:

- Identify key areas to highlight in the testimonials (successes, challenges, status of returnee migrants' post reskilling, awareness on safe migration practices and highlight their voice of concerns)
- Develop questionnaire for outlining the direction of the narrative
- Clearly identify name, title and organization of interviewees, quotes, and any relevant details.
- Provide clear information to interviewees to obtain their informed consent for use of their photos/videos, real names, and quotes in accordance with prescribed guidelines.
- Ensure compliance with appropriate government, IOM and partners branding and marking guidelines for ownership for the produced testimonials.
- Develop testimonials of designated number of returnee migrants in a reader friendly layout

Scope of Work

To achieve the above-mentioned objectives, the following tasks will be carried out by the selected company/organization:

- Will work with the IOM Nepal team. Review existing information, IOM reports, and consultations with returnee migrants and their networks, develop a guiding document which outlines proposed work-plan, questionnaire framework, tools for information collection, design approach/ template for testimonial, etc. in consultation with IOM team and relevant advisory body.
- Collection of testimonials in written and videos format supported by appropriate photographs.
- Collection of the oral testimonials may take place at various locations across seven provinces, representing all genders, ages, diversity and inclusion with the video and photographs ensured that the desired results are achieved. Case stories should be collected in the native language of the respondent and also translated to English.
- In distinctive cases, the consulting firm/company will have to evaluate and advise on specific actions regarding the production of better-quality videos, photographs and written contents.

Methodology

The consulting firm/company shall do:

- Develop inception reports detailing on how the testimonials will be collected, in line with data protection principles and with clear time frame and roles.
- Upon approval, revise draft as per feedback received.
- Develop testimonials collection tools in consultation with the IOM team.
- In compliance with the principle of DO No Harm, collect in- depth testimonials of the beneficiaries that will depict the socio-economic and their personal and emotional aspects of taking choice to become migrant workers and its impact at individual, family, community and at national level. Submit the final version of testimonials for approval. Include branding and marking of all relevant organizations.

Responsibilities

The output of this assignment, listed as deliverables is the tasks to be performed by the consultant and summarized as follows:

- An inception report with a clear study methodology and time frame and final checklist and content of themes and topics to be documented as oral testimony.
- Produce at least 100 testimonials (100) which shall be submitted in original language (Nepali or local languages) and its translated version in English. The Consulting Firm will be responsible for the final editing/proofreading of the stories collected from the fields, which will be used for publication.
- The selection of returnee migrants should be inclusive in respective of all genders, ages, and socially excluded groups, making sure to closely filter out the most vulnerable cases. Condition and legal capacity must be taken into account when planning to obtain informed consent from people in perceivably vulnerable situations.



- High-quality video and photographs of beneficiaries proportionate to both components shall be submitted.
- In compliance with the principle of DO No Harm caption each photograph with specific details such as geographical location, name of the person (for portraits), activity and any other relevant information for easy identification and location.ⁱ
- Taking written consent of the interviewees selected for testimonials before interviewing, taking photos and filming is mandatory.
- The contractor shall use his/her own acquired software and equipment to deliver the required service.
- One day workshop on what are lessons learned and best practices and recommended methods to capture these practices in the project cycle based on the project experience.

Timeframe

- July - November 2022.

Deliverables

- Inception report
- Testimonial collection tools
- Timely submission of draft version upon agreed time
- A ready to publish pictorial book both in English translated from Nepali and interviewees' spoken languages and a Video Documentary based on testimonials- contents in Nepali/or interviewees own language with sub-titles in English.
- Dissemination of the products.

Qualifications

Team Members experience and expert qualifications:

- The consulting firm/organization's experience and team members should possess the following qualifications and experience:
- Consulting firm/Organization should have minimum of two years of experience with demonstrated experience working with UN and I/NGOs in the field of development communication.
- Team Leader should have minimum 10 years of experience in development communication.
- Team members should have minimum of five years of demonstrated work experience in impact studies, research, documentation, best practices, PSAs and video productions.
- Team composition should be inclusive and gender balance.
- Knowledge and experience in the Sustainable Development Goals and Global Compacts on Migration.
- Experience and knowledge of sub-national context.
- Excellent analytical and conceptual skills to think and plan strategically.



- Ability to lead and manage a complex and demanding workload.
- Excellent drafting writing skills in English and Nepali; team members' proficiency in other major local languages spoken in Nepal is required. The team members should be able to work in English, Nepali and major local languages such as: Bhojpuri, Maithili, Tharu, Dotel etc. to bring their in-depth voices.
- Ability to produce testimonials provided with final design (ready to print) with appropriate photos and videos (from shooting to final production of a short advocacy video documentary).
- Good time management and delivery of deliverables within the agreed upon time frame.
- Ability to respond and deliver in an ad-hoc manner.

Application Procedure

The interested candidates are requested to submit:

- Technical proposal showing how the consulting firm/organization intends to carry out the assignment
- Relevant experience related to the assignment including samples and references of most recent similar work done.
- Financial proposal: All costs associated with the provision of this service should be included, including (i) remuneration for the experts and human resources (ii) expenses such as for the designing, formatting, producing, installing, implementing, and programming (iii) operational cost, such as travel and transportation, etc. and (iv) all applicable taxes (if any).

Payment

- 20% upon approval of the preliminary guiding document
- 50% upon approval of the first draft
- 30% upon approval of the first draft which incorporates feedback and inputs of the Advisory Committee
- *Tax and/or vat will apply as per the existing rules & regulations of the Government of Nepal.

Copyrights

IOM shall be entitled to all copyrights of related deliverables and materials under this consultancy contract.

Additional Information

- [Status of Nepali Migrant Workers in Relation to Covid-19 | IOM Publications Platform](#), International Organization for Migration, 2020.
- [Profiling Returnee Migrant Workers for Labour Market Integration | IOM Publications Platform](#)
- [Mapping of Reintegration Services in Nepal | IOM Publications Platform](#)
- [Migration and Socio-Economic Impact of COVID-19: Assessment of Return Communities in Nepal](#), IOM, 2021
- [Migration in Nepal: A COUNTRY PROFILE 2019 | IOM Publications Platform](#), IOM, 2019



Tentative Budget Proposal:

For Testimonials (print & video documentary)- NPR 55,000,00.00 – 62,000,00.00

HOW TO APPLY (To be modified based on IOM Nepal Procurement practice)

Interested firms should submit an Expression of Interest which should include the following:

- A technical and financial proposal which summarizes a proposed work-plan, proposed methodology and relevant experience
- Sample of three most relevant works
- Updated curriculum vitae
- Three references

Please send the above documents to kathmanduprocurement@iom.int not later than 17.00 pm (Nepal Time) July 10, 2022 with a subject line “Recruitment of Consultant to Publish Testimonials”.

ⁱ Even if consent was given, IOM may still choose to remove certain personal data from the testimony due to the risks connected to a public story (do no harm principle). Specifically vulnerable persons or vulnerable categories of persons might be at heightened risk when their location (e.g. the presence of a number of unaccompanied children in a location) or other identifying information such as real names, personal details, individual marks, location, are shared.