

IOM MISSION – (PHILIPPINES)

CALL FOR EXPRESSION OF INTEREST

1 **Timeline**

Call for Expression of interest ID #	
Posted (date)	May 19, 2021
Clarification Request Deadline	May 31, 2021
Application Deadline	June 10, 2021
Notification of Results	
Implementation Start Date	June 20, 2021
Implementation End Date	December 20, 2022

2 **Locations**

(1)Basilan (2) Sulu (3) Tawi-Tawi

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

Civil Society Organizations/Non-Government Organizations with local presence in Basilan, Sulu, and Tawi-Tawi. Area of specialization in Disaster Risk Reduction and Management/Health/Humanitarian/Development.

4 **Issuing Agency**

IOM

5 **Project Background**

Coronavirus Disease (COVID-19) has posed significant humanitarian and development challenges to the island provinces of Basilan, Sulu, and Tawi-Tawi in the Philippines. With local capacities stretched to implement health protocols and other COVID-19 preventive measures, they still play critical roles in protecting community members, emergency preparedness, and building resilience. To date, some LGUs have no DRRM Plans in place, and existing ones are often found incomplete with no response plan specific for health emergencies.

In response to these challenges, IOM will conduct a series of health and emergency preparedness interventions in the provinces of Basilan, Sulu, and Tawi-Tawi aiming at enhancing the government's preparedness in preventing the spread of COVID-19 and alleviating its impact on the communities of BARMM. Key activities for emergency preparedness interventions including the conduct of series of strategy workshops, advocacy activities, and coordination to support the development or enhancement of health emergency-responsive DRRM and contingency plans at the provincial/city/municipal/barangay levels. Specifically, the plans will incorporate existing COVID-19 response initiatives of local government units and other potential health emergencies. Draft plans will be tested through a community-based simulation exercise to review and consolidate additional inputs from local stakeholders. Institutionalization of improved plans is expected to ensure the sustainability of the interventions beyond the end of project.

6 *Expected Results*

The Implementing Partner (one per province) is expected to facilitate and conduct 13 DRRM strategy workshops and two Simulation Exercises in six months of implementation. Specifically, the implementing partner will be expected to conduct:

- 1 provincial DRRM strategy workshop
- 2 municipal level DRRM strategy workshops (two per province)
- 10 barangay-level DRRM strategy workshops (five per municipality)
- 2 municipal Simulation Exercise (one per targeted municipality)
- Pre- and post- SimEx workshops
- 13 enhanced DRRM and Contingency Plans

Partners can apply for specific island provinces Basilan, Sulu, and Tawi-Tawi which matches operational footprint. They can submit multiple proposals per target area. IOM reserves the right to contract multiple implementing partners to achieve the expected results. In the event of multiple awardees, it is expected that implementing partners coordinate and collaborate.

7 *Indicative Budget*

Budget Code	Item	Unit	No of Units	Percentage	Duration (months)	Unit Cost	Sub-total
A. STAFF Costs (Support Staff)							
<i>Total Staff Costs (A):</i>							
B. OFFICE Costs							
<i>Total Office Costs (B):</i>							
Total Staff and Office Costs:							
C. OPERATIONAL Costs							
<i>Total Operational Costs (C):</i>							
TOTAL COSTS (A+B+C)							

8 *Selection Criteria*

Name	Description	Weight
Relevance of proposal to achieving expected results	Relevance of proposal to achieving expected results; Expertise on life skills, budgeting skills as well as, communication, negotiation and participation skills ; Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; Adequacy and	60
Sustainability of intervention	Experience in partnering with key institutions related to community participation and development; National and Local experience, presence and community relations:	20

Other	Replicability/scalability; Gender mainstreaming skills to apply during implementation of the	20
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10 Attachments

Description	URL
ANNEX A – Terms of Reference	(Insert link)
ANNEX B - Implementing Partner References Checklist	(Insert link)
ANNEX C - Implementing Partners General Information Questionnaire	(Insert link)
ANNEX D - Concept Note Template	(Insert link)
ANNEX E - Financial and Narrative Reporting Templates	(Insert link)
ANNEX F - Project Implementation Agreement Template	(Insert link)
Please add any other templates as relevant	(Insert link)

12 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 writing [Maria Veronica Farones, Procurement and Logistics Assistant](#), sending email to mforones@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 [Eustaquio Property, Maestra Vicenta Street, Sta Maria, Zamboanga City, Philippines](#) or via e-mail Maria Veronica Forones, Procurement and Logistics Assistant at mforones@iom.int no later than *before 17:00 GMT+ on 5 June 2021*. 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 envelop 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:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and
 - c. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. 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.
10. 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.
11. 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.
12. 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.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be include 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

Terms of Reference

Introduction												
<p>The International Organization for Migration (hereinafter called IOM) intends to hire an Implementing Partner for the <i>Enhancement of Inclusive DRRM Plans including Health Response in Basilan, Sulu and Tawi-Tawi Provinces</i> for which this Request for Proposals (RFP) is issued.</p> <p>IOM now invites Civil Society Organizations/Non-Government Organizations to provide a Technical and Financial Proposal for the project: <i>Strengthening BARMM’s Preparedness and Response Capacity for effective Covid-19 Prevention and Control</i>. More details are provided in the following sections of this document.</p>												
Background												
<p>Coronavirus Disease (COVID-19) has posed significant humanitarian and development challenge to the island provinces of Basilan, Sulu, and Tawi-Tawi in the Philippines. With local capacities stretched to implement health protocols and other COVID-19 preventive measures, they still play critical roles in protecting community members, emergency preparedness, and building resilience. To date, some LGUs have no DRRM Plans in place, and existing ones are often found incomplete with no response plan specific for health emergencies.</p> <p>In response to these challenges, IOM will conduct a series of health and emergency preparedness interventions in the provinces of Basilan, Sulu, and Tawi-Tawi aiming at enhancing the government’s preparedness in preventing the spread of COVID-19 and alleviating its impact on the communities of BARMM. Key activities for emergency preparedness interventions including conduct of series of strategy workshops, advocacy activities, and coordination to support the development or enhancement of a health emergency-responsive DRRM and contingency plans at the provincial, city/municipal, and barangay-levels. Specifically, the plans will incorporate existing COVID-19 response initiatives of local government units and other potential health emergencies. Draft plans will be tested through a community-based simulation exercise to review and consolidate additional inputs from local stakeholders. Institutionalization of improved plans are expected to ensure sustainability of the interventions beyond end of project.</p>												
Objective												
<p>The primary purpose of this call is to prepare local governments in Basilan, Sulu, and Tawi-Tawi to manage and respond to health emergencies through the improvement of DRRM actors’ capacity in health response and institutionalization of a health-inclusive DRRM and Contingency Plans. Specifically, IOM aims to target two municipalities/cities per province and five barangays per municipality.</p> <table border="1" data-bbox="311 1668 1300 1937"> <thead> <tr> <th>Province</th> <th>Municipality/City</th> <th>Barangay</th> </tr> </thead> <tbody> <tr> <td>Basilan</td> <td>2</td> <td>5 per municipality</td> </tr> <tr> <td>Sulu</td> <td>2</td> <td>5 per municipality</td> </tr> <tr> <td>Tawi-Tawi</td> <td>2</td> <td>5 per municipality</td> </tr> </tbody> </table>	Province	Municipality/City	Barangay	Basilan	2	5 per municipality	Sulu	2	5 per municipality	Tawi-Tawi	2	5 per municipality
Province	Municipality/City	Barangay										
Basilan	2	5 per municipality										
Sulu	2	5 per municipality										
Tawi-Tawi	2	5 per municipality										
Proposed interventions												

The Implementing Partner shall undertake the following tasks in one of the proposed area of implementation (Basilan, Sulu, Tawi-Tawi):

- Recruit, deploy and supervise field teams to facilitate coordination, social preparation, trainings, workshops, simulation exercises, and any other activities deemed necessary to achieve the targets.
- Maintain and establish close coordination mechanisms and networks with IOM Zamboanga Satellite Office, IOM field teams, and technical working groups (TWGs) or relevant local government and local key partners such as but not limited to Provincial, Municipal, and Barangay Local Government Units, Disaster Risk Reduction and Management Office, Philippine National Police, BHERT, Municipal Health Office, Integrated Provincial Health Office and Ministry of Interior Local Government.
- Conduct collection, assessment, and review of: one (1) Provincial, two (2) Municipal/City, and five (5) Barangay DRRM and Contingency Plans in geographic area of implementation (i.e. Basilan, Sulu and Tawi-Tawi)
- Prepare, conduct, and facilitate DRRM and Contingency Plan Review and Strategy Workshops in area of implementation.
- Organize and conduct pre and post simulation exercise workshop for target P/M/LGUs
- Facilitate the planning, design and roll-out of two simulation exercises, for either one (1) barangay or multiple barangays per Municipality, as determined by the local government units and in consultation and upon approval of IOM. This process includes all procurement and logistical requirements to support community engagement and knowledge transfer.
- Contextualize trainings, workshops, and simulation exercises through regular and proper engagement with local key partners, such as community members, technical working groups, LGUs, and other CSOs and NGOs
- Ensure all activities to be conducted are in consideration to WHO/DOH/MOH minimum health standards and guided by COVID-19 protocols, measures, and regulations.
- Ensure institutionalization of enhanced DRRM Plans mainstreaming the public health strategies and related mechanisms.
- Provide logistical support (warehousing, transportation) to IOM for the materials that will be distributed to the partner communities.
- With close coordination and technical support from IOM, conduct regular monitoring of all activities and submit necessary means of verifications such as activity reports, attendance sheets, photos, pre/post tests, and survey questionnaire.
- Install feedback and hotline mechanisms during conduct of activities.
- Provide IOM bi-weekly update on progress of activities and attend regular monthly meetings with other implementing partners from other provinces.
- Prepare and submit interim and final Narrative and Financial Reports; and
- Ensure compliance with the visibility and branding standards and requirements of IOM and its donor.

The Implementing Partner shall consider existing relevant studies and assessments as secondary sources when designing and conducting the assignment. The Implementing Partner is required to participate in relevant meetings to present the work plan and progress of activities and receive feedback on the deliverables.

Overarching Outcomes:

In the implementation of this project, IOM will apply the human security approach and will be guided by the four main features of this approach – people-centred, context-specific, prevention-oriented and comprehensive. Through coordination and collaboration with partner local civil society organizations and community members, the project will empower individuals and communities to identify their concrete health and emergency preparedness needs and to participate in solutions to ensure human security for themselves. The project recognizes that needs and insecurities vary considerably across different settings – in this case at the barangay, city/municipality and provincial level – and will ensure that the provided assistance is contextualized and grounded to local realities.

The project's overarching aim is to prevent the spread of COVID-19 and mitigate its impact on vulnerable communities by strengthening the BARMM's preparedness and response capacity for health emergencies. Further, cooperative and multi-stakeholder approaches will allow a holistic analysis of needs, consider a broad range of threats and vulnerabilities not limited to those related to health and environment, and develop solutions that incorporate the fields of security, development and human rights.

Expected results

The Implementing Partner per province is expected to facilitate and conduct DRRM strategy workshops and Simulation Exercise:

- One provincial DRRM strategy workshops
- Two municipal level DRRM strategy workshops
- 10 barangay-level DRRM strategy workshops
- Two Municipal Simulation Exercises
- Pre- and Post-SimEx Workshops at the municipal level

Impact

This project will contribute to the progress towards Sustainable Development Goals (SDG), specifically SDG 11, Promote sustainable cities and communities. The project will promote resilience-related actions at the local level through strengthened DRRM strategies and plans at the provincial, city/municipality and barangay level in BaSulTa and Zamboanga City. It aims to reduce casualties and economic losses caused by natural disasters and other emergencies, such as health emergencies

Partnerships and collaboration

Aside from partnering with civil society organizations, IOM will also tap on the strengths, relationships and capacities of existing government partners and work collaboratively with them. IOM will coordinate and regularly update government agencies involved in health response and emergency preparedness throughout the project implementation period to ensure harmonization of efforts and avoid duplication.

Proposed timeline:

The duration of the project implementation will be from June 20, 2021 up to December 20, 2022.

Qualification and experience

- Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions;
- Adequacy and clarity of proposed budget;
- Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level on DRRM Programming;
- Experience in partnering with key institutions related to community participation and development;
- National and Local experience, presence and community relations;
- Management ability;
- Sustainability of intervention;
- Gender mainstreaming skills to apply during implementation of the project;
- Innovative approach in implementing project activities

Submission of the project proposal

The Implementing Partner may only submit one proposal. If the Implementing Partner submits or participates in more than one proposal such proposal shall be disqualified.

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 Implementing Partners themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.

The Application must be submitted in one original and one copy and envelop 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.

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.

The application should compromise the following:

- a. A cover letter
- b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative;
- c. Technical and Financial Proposals; and
- d. Any other relevant documents.

Place and deadline for submission of the project

The Proposals must be delivered by hand or through mail to IOM with office address at *Eustaquio Property, Maestra Vicenta Street, Sta Maria, Zamboanga City, Philippines* or via e-mail Maria Veronica Farones, Procurement and Logistics Assistant at mforones@iom.int on or *before 17:00 GMT+ on 5 June 2021*. No late proposal shall be accepted.

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

Implementing Partners General Information Questionnaire

Call for Interest ID number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. IO/iNGO, NGO, 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?	
Who has influence over the organization?	
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 members work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	

Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	

Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	
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? Does the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date