

IOM WASHINGTON, DC, USA

CALL FOR EXPRESSION OF INTEREST (CEI)

1 *Timeline*

CEI Reference number	US10-CEI-23-001
Posted (date)	16 August 2023
Clarification Request Deadline	21 August 2023
Application Deadline	4 October 2023
Notification of Results	16 October 2023
Implementation Start Date	23 October 2023
Implementation End Date	31 March 2024

2 *Location*

Somalia

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

As the humanitarian system endeavors to meet growing and complex needs more effectively, and non-traditional actors such as diasporas demonstrate their resilience, commitment, and capacity to implement creative and effective interventions, this Call invites **diaspora organizations** to propose interventions addressing specific needs stemming from multiple crises that have afflicted Somalia in the recent years. The interventions, depending on the local situation and specifications, may include but are not limited to, drought and flooding response, education, health, and Water, Sanitation and Hygiene (WASH). Diaspora organizations that emphasize coordination with humanitarian and/or local actors in their proposals are recommended.

4 *Issuing Agency*

International Organization for Migration (IOM), Washington DC, USA, in coordination with IOM Somalia.

5 *Project Background*

The Project **“Enhancing Diasporas’ Operations and Coordination in Humanitarian Assistance for increased impact within a Framework for Diaspora Engagement in Humanitarian Assistance – Phase III,”** funded by USAID’s Bureau for Humanitarian Assistance (BHA), aims to enhance diasporas’ impact in humanitarian settings via promoting, scaling-up, and enhancing operations and coordination in humanitarian assistance in line with consolidation and application of a Framework for Diaspora Engagement in Humanitarian Assistance. The [Framework](#), a suggested guide to support more streamlined coordination among diasporas and Institutional Humanitarian Actors (IHAs), has positively affected the landscape of diasporas’ engagement in humanitarian assistance while triggering cooperation opportunities, filling existing gaps, promoting common standards, ensuring continuity of the interventions and ultimately contributing towards advancing the sustainable development agenda to affected communities worldwide. Building on the lessons learned and opportunities identified in the previous two phases, IOM, in partnership with DEMAC - Diaspora Emergency Action & Coordination, the Project’s main implementing partner, continues to support diaspora and

humanitarian actor's usage of the Framework and tools for diaspora engagement in humanitarian assistance in new emergency contexts, including Somalia.

The sub-grants, aiming to advance concrete interventions at the local level and coordination with humanitarian actors at the country or global level, will also uplift diaspora humanitarianism and leadership while enhancing diaspora's impact and technical capacity.

6 ***Expected Results***

The selected subgrantees are expected to address specific vulnerabilities and provide concrete interventions to communities in need while contributing to a more coordinated and effective humanitarian assistance in Somalia. At the same time, utilization of the Framework and associated tools will improve internal capacities of diaspora organizations and knowledge of effective emergency response.

7 ***Indicative Budget***

The awarded amount will be up to USD 20,000.

8 ***Other Information***

Each applicant can submit a maximum of one project proposal. Eligible projects will be supported by IOM Washington DC and IOM Somalia, including monitoring support at the implementation phase and capacity-building opportunities at all stages of project development and implementation. Recording of lessons learned aimed at benefiting diaspora organizations and supporting engagement in humanitarian assistance at large will also be conducted. The selected organizations are expected to take part in all stages of the project implementation cycle including capacity building, project monitoring and evaluation process, tracking and collecting data, meeting stakeholder reporting requirements and report scheduling, commitment to participate in interviews, focus groups, surveys, and final lessons learned session and knowledge sharing adhering to IOM and USAID guidelines for project implementation and reporting.

9. ***Eligibility Criteria***

To be considered for a sub-grant, diaspora organizations must satisfy the following eligibility criteria:

- Registered as a Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA) or other Civil Society Organization (CSO) in their country of residence, free of any political association. Registration in the country of intervention is a desired criterion, as is a history and experience of cooperation with the local stakeholders
- Established geographical presence or local partnership in location of potential intervention with added value to marginalized populations
- Established sectoral competence, experience, and evidence of excellent performance in humanitarian interventions or similar programs and initiatives at local, national, or regional level
- Having a minimum of two years of experience in dealing with government and administrative authorities is a plus
- Able to design interventions that are based on an assessment of needs, linked to other ongoing initiatives, produce outputs in terms of learning and knowledge, and implement innovative approaches
- Able to meet standards of financial probity acceptable to IOM/UN, with IOM able to provide additional support as needed within the context
- Have a Code of Conduct (CoC) conforming to international standards, including commitment to the [IN/285 Accountability to Affected Populations \(AAP\)](#), [Prevention of and Response to Sexual Exploitation and Abuse \(PSEA\)](#) and IOM's Humanitarian Policy – [Principles for Humanitarian Action](#).

10. **Selection Criteria**

Selection Measure	Description	Weight
Clarity of activities and expected results	Detailing how activities proposed to show partner understanding of deliverables, timelines, and budget.	25
Contribution of resource and cost-effectiveness	Partner resources contribution to support program implementation. Quality and consistency of the budget with the project activities.	20
Local experience and presence	Pre-existing operations, related to the proposed interventions and/or location where interventions are proposed. Level of coordination and partnerships with humanitarian actors, diaspora, and/or local actors.	10
Project design and relevance of the proposal to achieving expected results	Detailing how the program will be completed, which includes potential risks or complications and how the partner would overcome those challenges. Clear, realistic, measurable goals and outcomes.	30
Sector expertise and complementarity	Level of understanding of needs and sectors proposed for interventions.	10
Sustainability of intervention	Intended benefits over an extended period are identified and achieved by engagement with local stakeholders and knowledge sharing.	5

10. **Attachments**

Description	URL
ANNEX A – Terms of Reference	Page 7
ANNEX B - Implementing Partner References Checklist	Page 6
ANNEX C - Implementing Partners General Information Questionnaire	Page 8
ANNEX D - Concept Note Template	1.4-Template-for-IP-Concept-Note-with-Guideline
ANNEX D1 – Budget Template	Annex D1 – Budget Template
ANNEX E - Financial and Narrative Reporting Templates (for your reference only, not required with application)	Annex E - Financial Reporting Template Annex E - Narrative Reporting Template
ANNEX F - Project Implementation Agreement Template (for your reference only, not required with application)	B1 Project Implementation Agreement EN
ANNEX G – Declaration of Conformity for Partners	1.5-Declaration-of-Conformity-for-Implementing-

- 11 ***For more information on this partnership opportunity, and to apply, please write to:***
diasporaforhumanity@iom.int

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.

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 electronically to IOM Washington, DC, office at the following email address: diasporaforhumanity@iom.int with "Framework Phase III sub-grant proposal" in the subject line no later than no later than **4 October 2023, 11:59 PM EST**. Late applications will not be considered.
2. A detailed description must be provided on how the eligibility criteria and 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 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.
4. The Application document should comprise of the attachments outlined in Section 10 of this Call.
5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for Expression of Interest. Applications shall not be modified or withdrawn after the deadline.
6. 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.
7. IOM at no occasion will ask an application fee from Implementing Partners.
8. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.
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. By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).

13. 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.
14. Organizations with successful proposals will be contracted by IOM with a Partnership Implementation Agreement (PIA). IOM Washington will reach out to the selected organizations and will inform the non-selected via email communication.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents.

Terms of Reference

Introduction
Background
Objective
Proposed interventions
Overarching Outcomes:
Expected results
Impact
Partnerships and collaboration 1. Please list potential partners and your history of collaboration, if any 2. Please list how you would facilitate coordination with a) other diaspora organizations b) local actors c) government d) humanitarian actors/clusters e) other
Proposed timeline:
Qualification and experience
Submission of the project proposal
Place and deadline for submission of the project

Implementing Partners General Information Questionnaire

Information provided in this form will be used as input to the Due Diligence Assessment of applicants.

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

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization’s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

B. ORGANIZATIONAL STRUCTURE

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	

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

Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	

D. FINANCIAL CAPACITY

What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	

Accounting system

Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	

Financial control

Does the organization have its own bank account registered in its own name?	
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Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

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

(Signature)

Name:

Position Title:

Date: