REQUEST FOR PROPOSALS

SERVICES FOR

Evaluation of a "A Protection Project: Supporting governmental and non-governmental partners to protect migrants' human rights along the East African Route"

IOM Cairo

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

47C Abu el Feda Street
Zamalek, 11211
Cairo, Egypt

09/22/2015

Request for Proposals

The Service Providers will be selected based on considerations outlined in this RFP.

The RFP includes the following documents:

Section I. Terms of Reference
Section II. Instructions to Applicants

The Proposals must be delivered in a sealed envelope to the reception of IOM's office at 47C Abu el Feda Street, Zamalek (addressed to Mr Rami Othman) or emailed to (iomegbids@iom.int) no later than 5.00 pm on the 30th of September, 2015. No late proposal shall be accepted.

IOM shall notify the successful bidder in writing within five (5) working days of the bids unfolding.

Proposals submitted after the above deadline will not be considered. IOM reserves the right to reject the whole or part of any or all Bids. Service Providers which do not receive notification before the 5th of October, 2015 can consider their bids unsuccessful.

For any technical inquiries, please contact Emanuela Muscara' at emuscara@iom.int

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Section I – Terms of Reference

Established in 1951, International Organization for Migration (IOM) is the leading inter-governmental organization in the field of migration with 157 member states, a further 10 states holding observer status, and offices in over 150 countries. IOM's 8,500 staff members worldwide are dedicated to promoting humane and orderly migration for the benefit of all.

1. The European Union, Switzerland, the Netherlands and Norway fund "A Protection Project: Supporting governmental and non-governmental partners to protect migrants' human rights along the East African Route" (hereinafter 'the PROTECTION Project').[1] IOM Egypt manages and implements this project and its activities through IOM's Country Offices in Egypt, Ethiopia and Sudan. The duration of project is from 12 December 2012 to 11 October 2015.

2. At the closure of the PROTECTION Project, a comprehensive external evaluation is envisaged to set out results, good practices and lessons learned though the project's implementation.

I. Evaluation Objectives

In accordance with the European Union Contribution Agreement with IOM [Contract DCI-MIGR/2012/282-851], this evaluation will be conducted to assess the relevance, effectiveness, efficiency, impact and sustainability of the PROTECTION Project's contribution to *support efforts to protect and promote the human rights of migrants, asylum seekers and refugees along the East Africa Route, with a focus on those most vulnerable to exclusion and exploitation, such as women and children.* The evaluation will assess how the activities have led to the achievement of the project results and objectives, and will also include suggestions for follow up interventions to ensure sustainability of the achievements. The evaluation should provide a clear understanding of whether the project's objectives have been met.

[1] The PROTECTION Project is implemented in synergy with IOM's overall programmatic interventions in Egypt and the region, and in line with IOM Egypt's overall strategic objective to support the Government of Egypt and relevant actors to govern migration to effectively maximize their positive impact while minimizing their potential costs on the migrants and society.

II. Evaluation Context

Structural factors and conflict compel people living in the Horn of Africa to leave their countries of origin (including Ethiopia, Eritrea, Somalia, South Sudan and Sudan) via sub-routes to Egypt and, in some cases, for onward migration to Europe and neighbouring countries. The risks and vulnerabilities that arise through the nature of the journey itself mean that all populations travelling along this route require special protection. The flows through the East African Route and across the Mediterranean to Europe are mixed flows, comprising migrants, asylum seekers and refugees among other vulnerable groups. Even though not all are asylum seekers in need of international protection, all migrants possess human rights that deserve to be protected.

In this context, IOM recognized the need for "A PROTECTION Project: Supporting governmental and non-governmental partners to protect migrants' human rights along the East African Route." With funding from the European Union, and co-funding from the Governments of Switzerland, the Netherlands and Norway, IOM implemented this regional project with the overall objective to "*to support efforts to protect and promote the human rights of migrants, asylum seekers and refugees along the East Africa Route, with a focus on those most vulnerable to exclusion and exploitation, such as women and children.*" The PROTECTION Project was implemented from 12 December 2012 to 11 October 2015 in Egypt, Ethiopia and Sudan.

The project has three specific objectives:

(i) "to strengthen governmental and non-governmental capacities to uphold and monitor migrants' human rights in Egypt, with special consideration to vulnerable groups";

(ii) "to raise awareness on safe migration and the risks associated with irregular migration among vulnerable communities in origin and transit countries and provide sustainable and humane solutions to detained and/or stranded migrants in Egypt";

(iii) "to enhance cooperation and dialogue on migration management (and, in particular, "mixed flows") between relevant actors in origin, transit and destination countries, reinforcing and building upon other recent and parallel processes".

3. Evaluation Questions

A complete list of evaluation questions and sub-questions will be developed by the evaluation consultant and submitted to the donors for consultation. The below questions are indicative of the types of questions to be addressed in the evaluation:

I. Relevance

1. Are the project activities relevant to project objectives and results?
2. What were the economic, social and political challenges, and how did the project deal with them?
3. Have the projects' assumptions been accurate?

4. Which objectives could be built-on further, and which objectives (or project aspects) have not been met, yet are still relevant for the target countries because they are relevant to the needs of the project's key stakeholders?

II. Effectiveness

1. To what extent did the specific objectives support efforts to protect and promote the human rights of migrants, asylum seekers and refugees along the East Africa Route? What factors contributed to the success and/or underachievement of each objective?
2. Were the target populations, target locations and activities sufficiently well-defined and implemented in order to reach the projects' objectives? If the objectives were not achieved, would other activities have been more effective in reaching the projects' objectives?
3. What are the main obstacles or barriers that the project has encountered during the implementation of the project? Has the project been successful in addressing these obstacles?
4. On the basis of the project achievements and challenges encountered, what follow-up actions can be recommended/are considered necessary?

III. Process and efficiency

1. How appropriate are the project designs to achieve project results in the context in which they operate?
2. What was the added value of a regional project compared to country based projects? What was the regional management coordination of this project like?
3. How coherent and realistic was the intervention logic?
4. What external socio-economic and political factors affected the implementation of the projects?
5. How effectively were the project performances and results monitored?
6. Taking into consideration the no cost extension, did the expended funds give the possibility to reach the project objectives/outcomes?

IV. Impact

1. Are the project documents sufficiently well designed to identify which impact was expected from the projects?
2. What observed changes in attitudes, capacities and institutions etc. can be causally linked to the project's interventions? Are these results, achievements and benefits likely to be durable?
3. What type of impact did the project have on their beneficiaries and relevant stakeholders? What do the beneficiaries and other stakeholders perceive to be the impact of the projects?

4. Is there a possibility to draw conclusions, in addition to the impact on the target group, on a global impact at the social level, political level, economic level, or on institutional capacity?
5. Can any unintended or unexpected positive or negative effects be observed as a consequence of the projects' interventions?

Sustainability

1. To what extent are the projects' results likely to be sustained in the long-term?
2. Is the project supported by local institutions and well integrated with social, political and cultural conditions in the countries?
3. Can the project's results be replicated or scaled up by national partners?
4. What should have been done in order to guarantee sustainability?
5. How successful has the project been in leveraging non-project resources?
6. Identify the most important results, lessons learned, or best practices that should be considered if there is any opportunity to extend this program and what should be avoided in order to improve implementation (a recommendations/next steps section)?

4. Evaluation Methodology

IOM Egypt will share background documents with the selected evaluator to develop a data collection methodology, including: review of existing reports and documents; in-depth interviews with key partnering governmental and non-governmental actors, donors, direct beneficiaries and members of the local communities; field trip observations; questionnaires and focus group discussions with direct beneficiaries; SWOT analysis for future planning.

For the document review, the following documents will be provided upon execution of the contract:

- project documents, including NCE;
- press releases, publications and media campaigns;
- interim reports and final reports.

The selected evaluator will share an inception report including a work plan with methodology, questionnaires and a list of to be interviewed stakeholders with IOM Egypt and donors. This is to allow a timely and relevant planning of the evaluation activities in the field. IOM Egypt, Sudan and Ethiopia will support the evaluator throughout the evaluation period and assist in the identification of key partnering stakeholders and beneficiaries, and in organizing the schedule of interviews, focus groups, and field visits.

5. Evaluation deliverables

The evaluator will produce the following:

1. Research methodology and a work plan;
2. A draft evaluation inception report that includes an evaluation matrix (questions and sub-questions, indicators and data sources);

3. A final inception report, incorporating IOM's comments;
4. A draft evaluation report;
5. A presentation of the final draft report upon completion of the evaluation exercise for stakeholders comments, including donors;
6. A final evaluation report.

6. Evaluation work plan

The detailed evaluation work plan including timelines, will be agreed upon between the Project Managers at IOM Cairo and the consultant.

7. Schedule of events and deliverables

Payments will be made in two installments according to the following schedule:

Description	**Installment**	**Approximate dates**	**Payment**
Signature of contract		8 October	
Approved research methodology	1st installment	13 October	10%
Draft inception report		20 October	
Final inception report	2nd installment	30 October	40%
Travel and field work		November-December	
Draft evaluation report		30 December	
IOM review of draft report and submission of consolidated feedback		15 January	
Final evaluation report	Final installment	30 January	50%

8. Required Competencies

Behavioral

- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative;
- Plans work, anticipates risks and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Displays awareness of relevant technological solutions;

Technical

- Proficiency in monitoring and evaluation;
- Proved experience Evaluating projects;
- Delivers on set objectives on hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives.

9. Required Qualifications and Experience

- Completed advanced university degree from an accredited academic institution preferably in Management, Business Administration or related field;
- Five years of professional experience (or seven years for candidates holding a first level university degree) in project monitoring and evaluation;
- Previous experiences with IOM and with UN specialized agencies an advantage;
- Experience in liaising with national and international organizations.

10. Languages

Fluency in English is required (final Evaluation report shall be presented to IOM in English). Arabic preferred.

Section II - Instructions to Applicants

1. Introduction

1.1 Only eligible Service Providers may submit a Technical Proposal and Financial Proposal. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the successful Service Provider.

1.2 Service Providers 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.

1.3 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.

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.

3. Clarifications and Amendments to RFP Documents

3.1 At any time before the submission of the proposals, IOM may amend the RFP. Any amendment made will be made available in writing to all bidders.

3.2. Service Providers may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submit to IOM at the address indicated in page # 2.

4. Preparation of the Proposal

4.1 A Service Provider Proposal shall have two (2) components:

a) The Technical Proposal, and

b) The Financial Proposal.

4.2 The Proposal, and all related correspondence exchanged by the Service Providers and IOM, shall be in English. All reports prepared by the contracted Service Provider shall be in English.

4.3 In the Financial Proposal and all reports, Service Providers shall express the price of their services in USD.

4.4 Terms of payment, and payment method should be specified clearly.

5. Technical Proposal

5.1 The Technical Proposal shall provide the following information using the Service Provider's preferred proposal template:

a) A brief description of the Service Provider's profile and past performance/experience of the same type of the requested service;

b) A brief description of methodologies for performing the tasks outlined in the ToRs;

c) Chronological Plan for the activities to be carried out

d) Organizational chart of the staff dedicated to the project activities (including CVs)

e) Reference letters from other clients (if any) and work samples (included as attachments).

6. Financial Proposal

6.1 The Financial Proposal shall clearly indicate the breakdown of the costs per area of intervention.

6.2 The Financial Proposal shall include all costs associated with the assignment, including (a) remuneration for staff (b) expenses such as transportation, equipment, and licenses (c) maintenance fee for one year, (d) all applicable taxes (especially the sales tax), etc. 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. Evaluation

7.1 All submitted by applicants will be assessed according to the following steps and criteria.

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Proposal contains all information specified in articles 4, 5 and 6. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

7.2 The Proposal that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

8. Negotiations

8.1 Contract negotiation is expected to take place no more than 1 week after notification of the successful bidder at 47C Abu el Feda Street, Zamalek, Cairo.

8.2 Negotiation will include discussion and finalization of: (a) the ToRs and Scope of Services; (b) the methodology and work programme proposed by the Service Provider; (c) the services and support to be provided by IOM; (d) payment terms; (e) the Financial

Proposal submitted by the Service Provider, (f) delivery terms; and (g) the contract. All agreements coming out of the negotiations will be incorporated into the contract.

9. Award of Contract

9.1 Following negotiations, the contract will be awarded to the selected Service Provider. Before the signature of the Contract the Service provider will have to submit to IOM a detailed inception report including an updated work plan.

10. Confidentiality

10.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process.