* SAMPLE DOCUMENT PACKAGE PLEASE REVISE AND ADAPT -

IOM Mission – (KENYA COUNTRY OFFICE)

***Call for Expression of Interest for PROJECT*** ***: Prevent Trafficking In Persons in Climate Change affected communities in Kenya***

1 ***Timeline***

|  |  |
| --- | --- |
| Call for Expression of interest ID # | **KCO-NBO-003-2022** |
| Posted (date) | 11 Nov 2022 |
| Clarification Request Deadline | 3 weeks from advertisement |
| Application Deadline | 2 Dec 2022 |
| Notification of Results | 12 Dec 2022 |
| Implementation Start Date | January 2023 |
| Implementation End Date | June 2024 |

2 ***Locations***

*Garissa & Marsabit*

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

Applicants must be experienced in conducting large scale social surveys, both qualitative and quantitative in designs, initiate and report on formative assessment to prepare for data collection, including focus groups and key informant interviews.

4 ***Issuing Agency***

IOM

5 ***Project Background***

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Trafficking in Persons (TIP) is acritical protection concern in Kenya. In the 2021 US TIP Report, Kenya ranked Tier 2 as a country that does not fully meet the minimum standards for the elimination of trafficking despite significant efforts. In Kenya, the Government and NGOs identified 482 victims of trafficking—45 adult females, 111 boys, and 326 girls. In 2021, Kenya hosted 335,000 Internally Displaced Persons (IDP) (IDMC). Research findings show that migrants and IDP experience a higher vulnerability to human trafficking than members of host communities (HAART, 2020). In Kenya, environmental change and climate-related disasters have increased the vulnerabilities of populations and resulted in forced displacement which contributes to the rise of IDP.

Kenya has increasingly experienced the severe impact of climate change and was recently ranked as the 31st most-vulnerable country and 37th least ready country to combat climate change effects (ND Gain 2018/2020). Kenya is experiencing a fourth consecutive year of severe drought with 4.2 million people currently faced with hunger (UNOCHA, 2022). Eastern and northern Kenya’s Arid and Semi-Arid Lands (ASALs) experience critical conditions, with dry spells from four consecutive poor rainfalls, over 90% of open water sources drying up. Also, Kenya often experiences sudden bursts of intense, but short-lived rainfall that results in water running off the dry and degraded soil and leading to flash floods. These climate hazards are increasing in frequency and severity (IOM, 2022).

Populations affected by climate change and related disasters do not have the adaptive capacity to respond to climate shocks, particularly the impact on their livelihoods, which increases their vulnerability to displacement, forced and irregular migration, which in turn exacerbates the risk of modern slavery including trafficking in persons. A desired state in the CC-displacement and modern slavery including TIP nexus is that communities affected by climate change in Kenya are resilient, have adaptive and positive coping capacities and opportunities to mitigate climate shocks, are aware of risks associated with or that can result in TIP and have access to comprehensive, protection services in a dignified manner.

To reach the desired state, government and other actors in Kenya have made substantial efforts and continue to innovate and scale-up interventions to reduce TIP. To mention a few, Kenya has adopted a wide range of legislations and policy frameworks to counter human trafficking, ease the identification and assistance to VoTs and the prosecution of perpetrators. The efforts undertaken by GoK also include reconstituting the 2nd Advisory Committee (AC) after a long period of transition; developing regulations on assistance to VoTs and on easing accessibility to the Victim Assistance Fund; identifying government-led facilities to accommodate VoTs; developing VoT Shelter guidelines; disseminating the National Referral Mechanism (NRM) within 27 counties; training government officials on how to distinguish TiP and SoM, identification of VoTs, referral to relevant stakeholders, and TiP legislations to ensure the right act or law is applied to avoid misrepresentation and prosecution of VoTs

Despite the wealth of legal and policy measures and anti-trafficking initiatives adopted by GoK and interventions by NGOs and other stakeholders, climate change-induced displacement and human trafficking continues, and assistance to VoT remains insufficient. This can be attributed to the following gaps: (**1**) Lack of resources to innovate/pilot community-based solution models; (**2**) Lack of available data or research on climate change as a growing driver of TIP for communities adversely affected by climate change; (**3**) Lack of alternative livelihood options and economic opportunities for populations affected by climate change; (**4**) Lack of awareness and knowledge on the risk of TIP in climate change-affected communities; (**5**) Lack of protection and life-saving support for VOT displaced by climate change-induced disasters

IOM Kenya proposes a multitude of services designed to combat human trafficking due to climate change, some directly related to victim identification and services while others aim at mitigating the underlying conditions that prompt the outward migration of the vulnerable members of the communities most impacted by the climate change. This initiative is supported by the United States Department of State.

This expression of interest serves to address Objective 1: Indifferent levels of intervention package is tested through a scientific research method, which will assess: The availability, accessibility, functionality and quality of protection and life-saving support for VoT displaced by climate change CC-induced disaster are improved. Research and evidence: establishing a prevalence measurement model and through gap analysis, baseline and end-line in different context, to detail out the linkages between climate change, displacement and modern slavery including Trafficking in Persons (TIP). This activity will be implemented in close collaboration with the New York University and the University of Massachusetts Lowell.

6 ***Expected Results***

(1) Adequate data collection for gap analysis--conduct qualitative assessment of collected data from focus groups and key informant interviews; assist in production of gap analysis.

1. Conducting Gap Analysis (activity 1.1)

The gap analysis will aim to describe in greater details the current human trafficking and climate change situation, and prescribe the most appropriate intervention strategies.

IOM will conduct analysis and map the critical needs and gaps in services, causes, and how this proposed intervention addresses those needs and gaps. The needs and gaps analysis will be a combination of research methods: literature review (the roots of trafficking and associated vulnerabilities, the needs of the community in combatting climate-induced migration, and how addressing those needs would bring about transformational change to the population) and primary research (interviews, focus group discussions and key informants interview data collection). It will guide the large-scale baseline survey to estimate the prevalence of human trafficking activities in the target locations. The project intends to complete this task during the months 4-6 of the project.

2. Conduct baseline and endline surveys (N=500 in each settlement, with a total of 4 settlements in each County), based on survey designs provided by IOM; including data quality checks and data cleaning per request by IOM.

* Activity 1.5.1: sampling design/questionnaire design
* Activity 1.5.2: cognitive testing/enumerator training/pilot testing
* Activity 1.5.3: data collection/data quality control (months)
* Activity 1.5.4: data analysis and report production (months)

7 **Indicative Budget**

USD 127,013

8 ***Other Information***

**Coordination with Relevant stakeholders**

The project will be seeking coordination with government entities at national (for approval), county and sub-county levels, including with the NCM, the CTiP secretariat and the AC. IOM will also partner with MoL, Ministries of ICT, Public Services, Gender and Youth and the chamber of commerce to enable successful delivery of services for VoT and with the DoA for climate change-related aspects.

**Diversity, equity, inclusion and Accessibility Integration**

The project will ensure age, gender, diversity and social integration ensuring identification and inclusion of age, gender and diversity differences and inequalities around human trafficking issues as well as equal provision of rights and opportunities regardless of their sex, age, ethnicity, social status, income, religion, sexual orientation, ability or disability etc.

**Diversity**: IOM and project partners will ensure equal engagement with and participation of diverse stakeholders (men, women, minorities and so on) in consultation, trainings, capacity building, workshops and all activities in line with diversity and inclusivity concerns.

**Equity**: IOM will work closely with partners to ensure equity in the provision of services throughout the implementation period by ensuring fairness and impartiality.

**Inclusion**: The project will be research-guided to ensure vulnerable populations, survivors, diverse gender identities and social backgrounds are included. The implementation approach will promote gender transformative messages. The intervention will mainstream respect, protection and fulfilment of human rights in all phases of the implementation, and applying a human rights-based approach in the provision of direct assistance to contribute to the elimination of all forms of discrimination.

**Accessibility**: IOM will ensure accessibility to the project activities to all stakeholders and beneficiaries, including those with disabilities, in line with the Convention on the Rights of Persons with Disabilities. The project will seek to ensure hard-to-reach communities are not left behind by implementing activities at village level, utilizing existing structures.

9 ***Selection Criteria (adjust as necessary)***

|  |  |  |
| --- | --- | --- |
| Name | Description | Weight |
| Relevance of proposal to carry out (1) formative assessment; (2) baseline survey; and (3) endline survey | Relevance of proposal to plan and carry out formative assessment for gap analysis, prepare field survey, cognitive test/pilot test survey instruments, data quality checks and preparation of all data for analysis. Prior experience a must. | 40% |
| Methodology | Demonstration of familiarity with survey research, focus groups/key informant interviews, and preparing both qualitative and quantitative data for analysis; assist in data analysis and report production. | 30% |
| Capacity | Technical expertise with adequate human resources to coordinate and conduct all data collection from formative assessment to survey interviews experience and familiarity with ethics review process. Secure necessary ethics review and approval for data collection involving human subjects. | 20% |
| Timeframe | Workplan | 10% |

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***

<https://kenya.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.

For more information, please contact send an email to ([hrnairobi@iom.int](mailto:hrnairobi@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 [insert complete address] no later than [insert date and time of deadline of submission]. 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:
   1. Cover Letter;
   2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner’s Authorized Representative; and
   3. Project proposal with clear methodology, budget, results matrix and workplan
   4. Submit a Unique Entity Identifier (UEI), Instructions for obtaining a UEI number can be found at http://fedgov.dnb.com/webform
   5. 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

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

**Terms of Reference**

|  |
| --- |
| Introduction |
|  |
| Background |
| Include project and donor information here if reference |
| Objective |
|  |
| Proposed interventions |
|  |
| Overarching Outcomes: |
|  |
| Expected results |
|  |
| Impact |
|  |
| Partnerships and collaboration |
|  |
| Proposed timeline: |
|  |
| Qualification and experience |
|  |
| Submission of the project proposal |
|  |
| Place and deadline for submission of the project |
|  |

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

**Implementing Partners General Information Questionnaire**

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

|  |  |
| --- | --- |
| 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? 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 uses 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

Declaration of Conformity Form

Organization:

address:

signatory (name and title):

Date:

As authorised signatory for the organization named above (the “Organization”), I hereby represent and warrant that neither the Organization, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons:

1. bankruptcy, insolvency or winding-up procedures;
2. breach of obligations relating to the payment of taxes or social security contributions;
3. grave professional misconduct, including mis-representation;
4. fraud;
5. corruption;
6. conduct related to a criminal organisation;
7. money laundering or terrorist financing;
8. terrorist offences or offences linked to terrorist activities;
9. child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices;
10. irregularity;
11. creating or being a shell company.

On behalf of the Organization, I further represent and warrant that:

1. The Organization is financially sound and duly licensed;
2. The Organization has adequate human resources, equipment, competence, expertise and skills necessary to perform the partnership activities fully and satisfactorily, within the stipulated completion period and in accordance with the relevant conditions of collaboration;
3. The Organization complies with all applicable laws, ordinances, rules and regulations when performing the partnership activities;
4. The Organization will in all circumstances act in the best interests of IOM;
5. No official of IOM or any third party has received from, will be offered by, or will receive from the Organization any direct or indirect benefit arising from the  partnership activities;
6. The Organization has not misrepresented or concealed any material facts during the partnership process;
7. The Organization will respect the legal status, privileges and immunities of IOM as an intergovernmental organization;
8. Neither the Organization nor any persons having powers of representation, decision-making or control over the Organization or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”), or are the subject of any sanctions or other temporary suspension. The Organization will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension;
9. The Organization does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation;
10. The Organization will apply in the partnership activities the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest;
11. The Organization undertakes to comply with the Code of Conduct for IOM Implementing Partners.

It is the responsibility of the Organization to inform IOM immediately of any change to the information provided in this Form.

IOM reserves the right to withdraw any offer of partnership or terminate any agreement, with immediate effect and without liability, in the event of any misrepresentation made by the Organization in this Form.

Date and signature