

IOM MISSION – (KENYA COUNTRY OFFICE)

CALL FOR *EXPRESSION OF INTEREST* FOR *PROJECT*:

MULTI-SECTORAL HUMANITARIAN ASSISTANCE TO DROUGHT-AFFECTED DISPLACED COMMUNITIES IN MARSABIT AND ISIOLO IN KENYA

1 ***Timeline***

Call for Expression of interest ID #	EOI-KE10-2024-003
Posted (date)	18 January 2024
Clarification Request Deadline	1 week from advertisement
Application Deadline	30 January 2024
Notification of Results	6 February 2022
Implementation Start Date	19 February 2024
Implementation End Date	23 June 2024

2 ***Locations***

Marsabit and Isiolo Counties

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

IOM Cash-Based Intervention (CBI) Programme through Provision of Multi-Purpose Cash Assistance (MPCA).

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.

In the recent drought occurred in Kenya from 2020 to 2023, over 5.4 million people were facing acute food insecurity, including 970,000 children with acute malnutrition with over 142,000 lactating and pregnant women who have been needing urgent basic maternal and health assistance¹. According to IOM Displacement Tracking Matrix (DTM) 2022-2023 report, 465,000 drought affected people were displaced due to the unprecedented drought which severely affected the arid and semi-arid land (ASAL) and some parts of the Coast region of Kenya. The counties most affected were Isiolo, Marsabit, Samburu, Turkana, Garissa, Wajir, including Lamu and Tana River counties in the coastal region.

¹ OCHA, [Kenya: The Cost of Inaction](#), May 2023

The situation was further exacerbated by the flooding in the ASAL and Coast regions that occurred in early November 2023. The Kenya Red Cross Society (KRCS), on its December 2023 report, revealed displacement of over 50,000 households and losing more than a hundred lives across the ASAL and coastal regions due to the devastating floods brought by El Nino phenomenon. The complex emergency in Kenya has further put the pastoral and agro-pastoral communities in a more distressful and vulnerable situation.

In Marsabit County, 6,232 households (31,160 people in need), while in Isiolo County 4,852 (24,260 people in need) have been displaced by drought², and with limited access to multi-sectoral basic needs such as food, drinking water, basic health, and livelihoods, and are urgently require further humanitarian assistance.

With the support of the Republic of Korea, the International Organization for Migration (IOM) aims to provide multi-purpose cash assistance (MPCA) internally displaced households in Marsabit and Isiolo Counties, among the hard-hit counties by the recent drought. The unconditional cash-based assistance will provide the vulnerable target beneficiaries with flexibility and dignity to choose and access essential goods and basic services based on their own most urgent needs and priorities and enhance the households' informed decision.

6 **Expected Results**

The potential implementing Partner (IP) is expected to carry out the following key activities in Marsabit and Isiolo counties:

a.) County level sensitization on the MPCA programme

The local IP is expected to conduct at least two (2) sensitization activities in Marsabit and Isiolo counties with the County Steering Groups (CSGs) and County Cash Working Groups (CSWGs) on the project objectives, scope, project design, cash transfer guidelines, and the target beneficiaries, and the role of the county government key partners.

b.) Location targeting

In close coordination with IOM and the County governments of Marsabit and Isiolo counties, the IP shall undertake location targeting for the two (2) sub-counties from each county of Marsabit and Isiolo with the selection criteria: 1) Locations shall be heavily impacted by the drought; 2) The selected drought affected locations have not been provided with any humanitarian assistance by the government or any humanitarian agencies; 3) Households with high incidence of malnourished children due to drought. This information shall be sourced from the county relevant departments; 4) The locations shall have presence of minority communities; and 6) Other vulnerabilities of locations as appropriate based on local context.

c.) Sensitization and project inception with the target communities

Upon recommendation by the CSGs and CWGs of Marsabit and Isiolo, the IP shall conduct sensitization and orientations on MPCA programme with the key local leaders (sub-county, ward, and village local leaders). The sensitization shall include discussion of the project objectives, scope, project design, geographical coverage and beneficiary criteria.

In addition, the IP shall ensure to incorporate the Complaints and Feedback Mechanism (CFM), as well as the Protection Mainstreaming, such as Accountability to Effective Population (AAP), Prevention of Sexual Exploitation and Abuse (PSEA) and Gender-Based Violence awareness raising sessions.

d.) Beneficiary targeting

The potential IP will conduct community mobilization for the beneficiary targeting and selection with the support from the community leaders (sub-county, ward and village local leaders). The selection process shall involve community active participation through representation of community

² DTM Report. December 2022

representatives from wards and villages.

The IP shall prioritize the most vulnerable households such as:

- female-headed households
- child-headed households
- households with five (5) or more family members
- households with malnourished children
- households whose income is within or below the poverty threshold of the county
- households having person/s with disabilities.

e.) Household verification and registration

The IP shall hold community meetings once the beneficiary list is initially completed. The initial list of the beneficiary per ward, location or village will then be presented during community forums for community validation. Upon community validation, registration of final beneficiaries shall follow using the relevant tools developed by the IP.

f.) Fund disbursement to target beneficiaries

Upon completion of the registration process, the IP is expected to disburse the MPCA to 575 households/2,875 individuals (Marsabit (284 HHs/1,420 individuals) and Isiolo (291 HHs/1,455 individuals)) through MPESA mobile cash transfer mechanism at 50% of the Minimum Expenditure Basket (MEB) per household. (In Marsabit, the MEB full amount is USD 118.66 per household per month (**USD 59.33 (50% of MEB)**), whereas in Isiolo, the MEB full amount is costed at USD 126.00 (**USD 63 (50% of MEB)**) per household per month.

In **Marsabit County**, the IP shall facilitate the fund transfer to 284 households/1,420 estimated individuals. Each household shall receive a total of USD 178 for three (3) consecutive cycles with an amount of **USD 59.33 per household per cycle (excluding MPESA mobile transfer charges)** through a dedicated/assigned beneficiary mobile account. Cash disbursement shall be done once a month for a period of three (3) consecutive months.

For **Isiolo County**, the fund transfer shall be made to 291 households/1,455 estimated individuals. Each household shall receive a total of **USD 189.00** for three (3) consecutive cycles with an amount of **USD 63 per household per cycle (excluding MPESA mobile transfer charges)** through a dedicated/assigned beneficiary mobile account. Cash disbursement shall be done once a month for a period of three (3) consecutive months.

7 Other Information

Coordination with Relevant stakeholders

The project will be seeking coordination with government entities at national, county, sub-county and ward levels, including the Kenya (national) Cash Working Group, Kenya Red Cross Society (KRCS) and State Department of ASAL and Regional Development and the co-leads for the CWG. It aims to maintain the close partnership, coordination and synergies among the agencies implementing related cash assistance with communities.

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 involve unconditional cash transfers to ensure that most drought affected vulnerable

populations, diverse gender identities and social backgrounds are included. The implementation approach will promote gender transformative messages. The intervention will also 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 most vulnerable groups, 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**

Name	Description	Weight
Relevance of proposal to achieving expected results	Relevance of proposal to achieving expected results; Proven track records on Cash-Based Interventions (CBIs) (both conditional and unconditional cash transfers) at the community level. With established mobile cash transfers system, including cash voucher systems. Proven engagement with communities on humanitarian response and development programmes, including in community-based capacity development programmes, related to preparedness, recovery and community resilience. With clear and established Complaint and Feedback Mechanism (CFM) and with clear plan and strategy on Protection mainstreaming, such as AAP, PSEA and GBV. With previous and current engagement with displaced population	60%
Sustainability of intervention	Experience in partnering with key institutions local/community institutions and stakeholders (NGOs, CBOs, community leaders, women groups, youth groups, National and County Cash Working Group, and local administration) to ensure sustainability.	20%
Other	Replicability/scalability; Gender mainstreaming, Accountability to Affected Population (AAP) to apply during implementation of the programmes; Innovative approach.	20%

10 **Attachments**

Description
ANNEX A - Implementing Partner References Checklist
ANNEX B - Implementing Partners General Information Questionnaire
ANNEX C - DECLARATION OF CONFORMITY FORM

12 **For more information on this partnership opportunity, and to apply, please visit**

www.iom.int.kenya

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 scobrado@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 by email to iomnborfq@iom.int no later than 30 January 2024.** 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 electronically via the following email: iomnborfq@iom.int . In case you have questions please send your email to scobrado@iom.int not later than 25 January 2024. You are requested to indicate the **subject on the email to read the Call for Expression of Interest EOI-KE10-2024-003** while sending your application.
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. Project proposal, budget, results matrix and workplan
 - d. Submit a Unique Entity Identifier (UEI), Instructions for obtaining a UEI number can be found at <http://fedgov.dnb.com/webform>.
 - e. 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 applying, 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.

ANNEX A: 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

ANNEX B: 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? 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 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

ANNEX C: 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:

- a) bankruptcy, insolvency or winding-up procedures;
- b) breach of obligations relating to the payment of taxes or social security contributions;
- c) grave professional misconduct, including mis-representation;
- d) fraud;
- e) corruption;
- f) conduct related to a criminal organisation;
- g) money laundering or terrorist financing;
- h) terrorist offences or offences linked to terrorist activities;
- i) 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;
- j) irregularity;
- k) creating or being a shell company.

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

- a) The Organization is financially sound and duly licensed;
- b) 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;
- c) The Organization complies with all applicable laws, ordinances, rules and regulations when performing the partnership activities;
- d) The Organization will in all circumstances act in the best interests of IOM;
- e) 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;
- f) The Organization has not misrepresented or concealed any material facts during the partnership process;
- g) The Organization will respect the legal status, privileges and immunities of IOM as an intergovernmental organization;
- h) 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;
- i) 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;
- j) 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;
- k) 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