

IOM MISSION – (KENYA COUNTRY OFFICE)

**CALL FOR EXPRESSION OF INTEREST FOR PROJECT:  
EMPOWERING LIVELIHOODS AND ECONOMIC VITALITY IN FRAGILE AND  
CONFLICT ZONES (ELEVATE) AFRICA – KENYA COMPONENT**

**1. Timeline**

Call for Expression of interest ID #	EOI-K10-2024-131
Posted (date)	6 December 2024
Clarification Request Deadline	16 December 2024
Application Deadline	20 December 2024
Notification of Results	17 January 2025 (tentative)
Implementation Start Date	1 February 2025 (tentative)
Implementation End Date	31 January 2027 (tentative)

**2. Locations**

Mandera East sub-county, Mandera county, Kenya.

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

- Cash-for-work programming
- Public infrastructures rehabilitation, construction or expansion
- Capacity building support for sustainable livelihood and job creation
- Labour market & vulnerability assessment and climate smart livelihoods
- Peacebuilding and prevention of violent extremism

**4. Issuing Agency: IOM**

**5. Project Background**

In Sub-Saharan Africa, compounded challenges continue to drive displacement of people and fragility of communities. **Kenya, Guinea and Somalia**, located in different sub-regions within Sub-Saharan Africa, are each faced with unique contexts as low-income and lower-middle income economies but share common prevalent issues that hinder resilience- and peacebuilding. And the impact of the mobility context is evident with Kenya being an origin, transit and destination country of migration; Somalia situated in the fragile migration corridors connecting the East and Horn of Africa with the Gulf region as well as South Africa; and Guinea bordering six countries in West Africa.

Conflicts are present in the three countries in the form of political violence, violent extremism and/or resource-based clashes among transhumance groups. Environmental degradation, coupled with the conflicts, undermines the local economies relying on climate-sensitive and natural resource-dependent industries. Climate disasters such as drought and floods frequently disrupt the livelihoods of communities. This leads to displacement of people and create a sense of socio-economic marginalization of vulnerable groups such as youth, women, persons with disabilities, displaced population, returnees and low-risk former violent extremist organizations associates. Enhancing economic resilience is a key to addressing the interlinked challenges in the three countries, contributing to conflict prevention and peacebuilding.

International Organization for Migration (IOM), in partnership with the Korea International Cooperation Agency (KOICA), aims to contribute to durable solutions for the displacement-affected migrant and host communities in Kenya, Guinea and Somalia. The project will contribute to **community resilience and economic recovery by providing short-term employment and sustainable livelihoods, while enhancing local economic infrastructure and building income-generating capacities in a conflict-sensitive manner**. The project goal will be fulfilled through the two objectives of 'Economic Resilience of Displacement-affected Communities' and 'Empowerment of Marginalized Groups' in five outcome areas:

1. Communities are provided with short-term livelihood opportunities through community projects, aiming to jumpstart economic recovery.
2. SMEs have access to grants and other forms of support to rehabilitate and expand, creating sustainable job opportunities.
3. Economic infrastructure in conflict and disaster-affected areas is enhanced through investments in essential systems and facilities, in partnership with local governments, to boost job creation and economic growth.
4. Vulnerable individuals have increased income-generation capacity.
5. Social cohesion and integration are improved, informed by conflict analysis, to mitigate factors that increase fragility.

## 6 ***Expected Results***

The selected partner will be responsible for delivering activities under the Kenya component, covering all first four outcomes of the project, contributing to enhancing community resilience and economic empowerment.

### **a. Planning**

- Hold a stakeholder engagement and project planning workshop at County level (will be organized jointly with IOM)
- Participatory community engagement and planning process to identify and prioritize interventions in selected sites across relevant Outputs.

### **b. Implementation**

#### **Output 1.1: Labour-intensive community projects are carried out using cash-for-work modalities**

Output 1.1 will be linked to the activities under Output 1.2 to offer cash-for-work opportunities within the rehabilitation or establishment of WASH infrastructure. This output will focus on small-scale income generating initiatives at the local level, engaging vulnerable families (such as those with persons with disabilities or women-headed households) to take responsibility for the long-term operation and maintenance of these facilities.

#### Activities

- Conduct community consultations and develop beneficiary selection criteria for short-term cash-for-work activities in coordination with IOM.
- Select 25 individuals who will benefit from cash-for-work programmes supporting rehabilitation of community infrastructure

Locations: Mandera East sub-county

#### **Output 1.2: Essential public infrastructure and services, such as health, WASH, education services, are rehabilitated and/or enhanced**

The project will invest in the construction and rehabilitation of basic infrastructure in the target areas identified by the communities, enhancing WASH and other essential services such as WASH, health and education to benefit at least 3,000 community members. To ensure sustainability, capacity-building activities will be conducted focusing on water resource management, hygiene, and sanitation.

#### Activities

- Conduct an assessment to identify community needs and select target public infrastructure.
- Rehabilitate/construct boreholes and install water distribution network with solar powered system including the construction of livestock drinking troughs (small and big livestock)
- Construct/rehabilitate WASH facilities in all public infrastructure and services based on the assessment
- Conduct training on the operation, maintenance, and repair of boreholes, solar systems, and distribution networks for local users and government stakeholders
- Construct gender-segregated public toilets in urban settings equipped with renewable energy
- Construct small-scale surface water reservoirs /infiltration zones using local materials and resources for the consumption of humans, livestock, and irrigation.
- Provide sanitation facilities to the most vulnerable families through CLTS model

Locations: Mandera East sub-county

#### **Output 2.1 SMEs with sustainable business models and potential for job creation are supported with grants and technical assistance**

SMEs in the community that will be supported on improved business models. SMEs will be selected by a review committee (including IOM) based on sustainability of business models and social impact. The selected SMEs will be trained on good business practices and will be supported with start-up kits, grants and market linkages. In the final part of the training, participants will present their business plans as part of competition and invited guests from county government and community leaders including women, youth and persons with disabilities will serve as a referee on which SMEs will gain in-kind and/or grants support. All the trained SMEs will be gaining in-kind and/or grants support however, the winning SMEs will gain larger amount of support. The support to the SMEs will be assessed and monitored through a monitoring plan. This result will lead to creating new jobs and sustaining existing jobs, addressing economic vulnerability.

#### Activities

- Conduct a mapping of SMEs in the communities and a market assessment
- Assess and select 12 SMEs (in coordination with IOM) and support the provision of grants or in-kind support through a close monitoring
- 25 jobs directly created and/or number of existing jobs directly supported as results of grants to SMEs
- 1 workshop conducted to link SMEs to economic infrastructure (in relation to output 3.1)
- Conduct 2 follow up workshops with the supported SMEs on the progress of business improvements and job creation status

Locations: Mandera East sub-county

### **Output 3.1: Community-based infrastructure connected to business environment is rehabilitated**

Infrastructure will be established and rehabilitated based on mapping results, which will enhance access to and utilization of economic infrastructure. By creating strong synergies with other livelihood interventions in the project, particularly Output 2.1 and Output 4.1, this initiative will stimulate job creation and boost the local economy.

#### Activities

- Conduct an assessment to identify the needs of communities and mapping of the community-based infrastructure that needs rehabilitation
- Hold a workshop to narrow down the community-based infrastructure that will be rehabilitated and select 1 target infrastructure
- Conduct rehabilitation of target infrastructure in coordination with IOM

Locations: Mandera East sub-county

### **Output 4.1: Labour market assessments are conducted and inform the livelihood assistance and vocational training sessions**

Labour market assessments to identify innovative and impactful livelihood assistance including vulnerability assessments to identify beneficiaries to be supported with a focus on women and youth. The assessment will support Output 4.2 by informing areas of job opportunities where enhanced job skills can contribute to livelihood in conformity with the local market situation.

#### Activities

- 1 labour market assessments conducted based on the market assessment conducted under output 2.1 to identify innovative and impactful livelihood assistance
- 1 vulnerability assessments conducted to identify beneficiaries focusing on women and youth to be supported

Locations: Mandera East sub-county

### **Output 4.2: Individuals have the necessary material resources and technical capacities and access to markets to restore livelihoods**

IOM will provide livelihood training to the most vulnerable groups, including at-risk youth and women, and support their access to markets. The assistance will be twofold: first, to support traditional livelihoods like farming and livestock keeping in a climate-sensitive way to build resilience against drought; second, to help marginalized groups explore non-climate-reliant income generation through TVET. By equipping vulnerable individuals with the skills and resources to generate income, this output will restore livelihoods, reduce the risk of recruitment into violent extremism, and contribute to peacebuilding.

#### Activities

- Develop or adapt a training module encompassing climate smart livelihood, financial literacy, life skills.
- Provide trainings on climate smart livelihood (agriculture and livestock keeping, bee keeping) to 150 individuals
- Provide TVET support for 75 beneficiaries to be able to engage in non-climate reliant jobs identified from market assessment and link them up with on-the-job training (OJT)
- Provide in-kind support and start-up grant for 225 individuals
- Conduct refresher trainings to exchange challenges faced and discuss solutions and share best practices among the beneficiaries. County's farmers cooperatives will be invited to link the supported farmers to be in part of the cooperatives to increase sustainability of the intervention
- Conduct follow up monitoring to the individuals supported to understand the business progress

Locations: Mandera East sub-county

### **Output 5.1 Affected populations, including vulnerable or marginalized groups, participate actively in the planning and implementation of recovery, peacebuilding and resilience programmes.**

IOM will work with local government officials and existing county peace structures, affected populations, including vulnerable or marginalized groups in the planning and implementation of recovery, peacebuilding

and resilience programmes. Output 5.1 will complement and be complemented by other Outputs of the proposed project by improving social cohesion and integration within the communities impacted by fragile environment. This will relieve the potential tensions to rise over sources of livelihood and drive sustainability of the project and empower at least 240 beneficiaries to be actively engaged in the community planning and implementation of recovery, peacebuilding or resilience programmes.

#### Activities

- Conduct 2 government-led or community-driven peacebuilding or conflict resolution initiatives
- Conduct a conflict analysis
- Conduct a Training of Trainers for at least 30 community members on peacebuilding and prevention of violent extremism to reach a total of 190 beneficiaries
- Conduct 18 community dialogues in project locations

Locations: Mandera East and Lafey sub-counties

#### c. **Monitoring:**

- a) Conduct regular field supervision and monitoring of the progress of the activities.
- b) Provide support in conducting field monitoring visits of IOM throughout the project implementation.

#### d. **Reporting:**

- a) Submit the narrative and financial reports, as required by IOM.
- b) Submit regular activity reports to IOM with pictures and participant lists, if applicable.

### 7 **Other Information**

**Coordination with Relevant stakeholders:** The local implementing partner will establish close coordination with various government entities, including but not limited to the County Commissioner's Office, County Government of Mandera, IGAD, NDMA, Ministry of Environment and Forestry, Ministry of Agriculture and Livestock Development, County Water Department, NEMA, WASH sector leads and national and County level, as well as with other relevant Livelihood and WASH partners.

**Community Engagement:** The partner is expected to actively involve community members throughout the project lifecycle, from initial assessments and planning to implementation and monitoring. This collaborative approach ensures that interventions are culturally appropriate, locally accepted, and responsive to the actual needs and priorities of the community.

**Do No Harm:** The implementing partner is expected to adhere to the 'Do No Harm' principles in all project activities. This involves ensuring that interventions do not inadvertently cause harm to the communities they aim to support. Partners must carefully assess potential risks and negative impacts, and take proactive measures to avoid exacerbating vulnerabilities or tensions within the target communities. Safeguarding the well-being of all beneficiaries is crucial.

**Diversity & inclusion:** The partner will ensure fair engagement and participation of diverse stakeholders (men, women, youth, persons with disabilities, minorities and so on) in consultation, trainings, capacity building, workshops and all activities in line with diversity and inclusivity concerns.

**Equity:** The implementing partner will ensure equity in the provision of services, and fairness and impartiality throughout the implementation period regardless of their sex, age, ethnicity, social status, income, religion, sexual orientation, ability or disability etc.

**Accessibility:** The partner 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.

## 8. Selection Criteria

Name	Description	Weight
Concept Note (Logic, feasibility, methodology)	Concept notes are evaluated based on how well the partner has understood the pressing needs on the ground, how proposed activities/outputs can address the risks and contribute to achieving the objectives logically, and how capable they are of delivering the expected results.	35%
Technical expertise and relevant experiences	The partner has a minimum five years of relevant technical expertise and experience in working with WASH, livelihoods support, as well as peace building. Requiring proven experience on working with fragile and disaster/conflict affected communities.	25%
Workplan & clear responsibilities	With clear activities, timeline, and responsible persons to carry out the project in a timely manner within the project implementation period. Detailing how the program will be completed which include potential risks or complications and how the partner would overcome those challenges.	10%
Cost effectiveness	The support costs of the project should be at reasonable/acceptable level in relation to direct costs of project deliverables. Provide breakdown between administrative costs and project deliverables.	20%
Field Presence	Local presence (current or future) in the target area and sound understanding of local contexts and ongoing/past programs in the area of operation is required.	10%

## 9 Attachments

Description
ANNEX A – Implementing Partner References Checklist
ANNEX B – Implementing Partners General Information Questionnaire
ANNEX C – Declaration of Conformity Form
ANNEX D – Concept Note Template
ANNEX E - Detailed Budget (on excel file) Template
ANNEX F - Partner PSEA Capacity Assessment

## 10 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.

### **Expression of Interest submission guidelines**

This document contains instructions on the preparation and submission of the Application including its Annex A: IP Information.

1. A detailed description must be provided of 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.
2. The Application must be submitted electronically via the following email: [iomnborfq@iom.int](mailto:iomnborfq@iom.int) **not later than 20 December 2024**. In case you have questions please send your email to [alnicoletti@iom.int](mailto:alnicoletti@iom.int) not later than **16 December 2024**. You are requested to indicate the subject in the email to read the Call for Expression of Interest **EOI-KE10-2024-131** while sending your application. Late Application will no longer be considered.
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 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. Concept Note, budget, results matrix and workplan
  - d. Audited Financial Statement/Report (last 2 years)
  - e. Any other relevant documents such as past project reports that proves the relevant experience of the organization
5. 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.
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. At no occasion will IOM ask an application fee or any other money from Implementing Partners.
8. 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.
9. 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.
10. 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.
11. 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

IOM Mission – Kenya Country Office

IOM Call for Expression of Interest ID#: EOI-KE10-2024-131

**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?	
<b>C. EXTERNAL ENGAGEMENT AND INFLUENCE</b>	
<b>Networks and coordination</b>	
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)	
<b>Information and advocacy</b>	
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.	
<b>C. PROGRAMMATIC CAPACITY</b>	
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?	
<b>Does the organization:</b>	
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?	
<b>D. FINANCIAL CAPACITY</b>	
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?	
<b>Accounting system</b>	
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?	
<b>Financial control</b>	
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?	
<b>Cost effectiveness</b>	

Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
<b>E. PROCUREMENT AND SUPPLY CHAIN CAPACITY</b>	
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?	
<b>Procurement</b>	
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?	
<b>Asset and warehouse management</b>	
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:

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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

**Annex D – Concept Note Template**

[Annex D. Concept Note Template.docx](#)

**Annex E – Budget Template**

[Annex E. Budget Template.xlsx](#)

## Annex F - PSEA Partner Assessment Tool

Strengthening protection from sexual exploitation and abuse (SEA) is a shared responsibility of the humanitarian and development community, including both UN and partners. The implementing partner (IP) Protocol outlines requirements for the UN and its implementing partners to ensure adequate safeguards and appropriate actions related to SEA within programming and amongst the communities it serves.

As part of the agreement process, it is important that partners have in place the PSEA core standard principles to prevent and respond to sexual exploitation and abuse. Where capacity gaps are identified a capacity-building plan should be put in place.

This form needs to be completed as part of implementing partner/prospective partner process within IOM, at the submission of proposal/budget stage.

To be completed by Implementing Partner	
Partner name	
Partner address	
Partner email address	
Partner telephone	
Name of representative	
Project title	
Project location(s)	
Existing or prospective Partner?	

### Instructions to Partner: PSEA SELF ASSESSMENT

Complete the columns in blue. Read each PSEA core standard and tick the applicable supporting documentation in place within your organization. If you have at least one of the documents listed, tick “yes”. If the organization does not have any applicable documents, tick “no”. Please attach supporting documentation.

IOM to complete parts in green.

Core PSEA Standards	Documentation <i>(tick all that apply and attach supporting documentation)</i>	To be completed by Partner	To be completed by IOM/UN <i>(confirm documentation)</i>
<b>Core Standard 1: Organizational Policy</b> The agency has a policy document on PSEA. At a minimum, this document should include a written undertaking that the agency accepts to prevent and report cases of sexual exploitation and abuse and sexual harassment.	<input type="checkbox"/> Code of conduct (for partner staff) <input type="checkbox"/> PSEA policy <input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (1pt) <input type="checkbox"/> No (0 pts)
		Comment: <i>[within comments section provide priorities identified for PSEA capacity support]</i>	
<b>Core Standard 2: Organizational Management</b> The agency’s contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.	<input type="checkbox"/> Contracts/partnership agreements for sub-contractors <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (1pt) <input type="checkbox"/> No (0 pts)
		Comment:	
<b>Core Standard 3: Human Resources Systems</b>	<input type="checkbox"/> Reference check template including check for sexual misconduct	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (1pt) <input type="checkbox"/> No (0 pts)



<p>There is a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.</p>	<p>(including reference from previous employers and self-declaration)</p> <p><input type="checkbox"/> Recruitment procedures</p> <p><input type="checkbox"/> Other (please specify):</p>	<p>Comments:</p>	
<p><b>Core Standard 4: Mandatory Trainings</b> The agency holds mandatory trainings (online or in-person) for all its employees and associated personnel on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA;</li> <li>2) an explanation on prohibition of SEA; and</li> <li>3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol>	<p><input type="checkbox"/> Training package</p> <p><input type="checkbox"/> Attendance sheets</p> <p><input type="checkbox"/> Training certificates</p> <p><input type="checkbox"/> Other (please specify):</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes (1pt)</p> <p><input type="checkbox"/> No (0 pts)</p>
<p><b>Core Standard 5: Reporting</b> The agency has mechanisms and procedures for personnel, beneficiaries and communities, including, children to report SEA allegations that comply with core standards for reporting (safety, confidentiality, transparency, accessibility)</p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes (1pt)</p> <p><input type="checkbox"/> No (0 pts)</p>
<p><b>Core Standard 6: Assistance and Referrals</b> The agency has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or Gender-based Violence (GBV) systems (where applicable) and/or referral pathways at an agency level.</p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes (1pt)</p> <p><input type="checkbox"/> No (0 pts)</p>
<p><b>Core Standard 7: Investigations</b> The agency has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.</p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes (1pt)</p> <p><input type="checkbox"/> No (0 pts)</p>
<p><b>Core Standard 8: Corrective Action</b></p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes (1pt)</p> <p><input type="checkbox"/> No (0 pts)</p>

The agency takes appropriate corrective action in response to previous SEA allegations, if any.	<input type="checkbox"/> Other (please specify):	Comments:
<b>Total PSEA Capacity Score</b>		

<input type="checkbox"/> <b>High Capacity</b>	<input type="checkbox"/> <b>Medium Capacity</b>	<input type="checkbox"/> <b>Low Capacity</b>
<b>7 to 8</b> - Meets most core standards (high capacity)	<b>5 to 6</b> - Meets several standards. Support required to address remaining gaps (medium capacity)	<b>4 or fewer</b> - Meets few core standards. Urgent action needed to strengthen PSEA capacity (low capacity)
<p>If the partner had any capacity gaps in one or several areas related to PSEA, please a) attach an implementation plan outlining appropriate risk mitigation, capacity building, support and monitoring activities, b) provide dates of planned review.</p>		

<b>To be completed by IOM</b>	
IOM staff	
Date	
Signature	