

REQUEST FOR PROPOSAL (RFP)

Development and Delivery of Trainings, Research and Policy Support on Border Management (Long Term Agreement Service)

Reference No RFQ-KE10-2024-096

Country: Kenya

Date: 12 November 2024

SECTION 1: LETTER OF INVITATION

IOM Kenya hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

IOM intends to enter into non-exclusive Long Term Agreement (LTA) with the service of an indefinite quantity of the specified service in support of IOM's operations.

The expected duration of the LTA is: two year with the possibility of extension for up to another one year subject to the service provider's satisfactory performance and competitiveness of prices.

LTAs is non-exclusive and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Data Sheet

Section 3: Evaluation Criteria

Section 4: Terms of Reference

Section 5: Conditions of Contract and Contract Forms

Section 6: Proposal Forms

- Form A: Technical Proposal Submission
- Form B: Proposer Information
- Form C: Eligibility and Qualification
- Form D: Format for Technical Proposal
- Form E: Format for CV of proposed key personnel
- Form F: Statement of Exclusivity and Availability
- Form G: Financial Proposal Submission

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 2: Data Sheet.

Should you require further clarifications, kindly communicate with the contact person/s identified in Section 2: Data Sheet as the focal point for queries on this RFP.

We look forward to receiving your proposal.

Supply Chain Unit IOM Kenya

SECTION 2: DATA SHEET

S/N		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Request for Proposal (RFP) is RFQ-KE10-2024-096</p> <p>The services include the provision of consultancy to deliver trainings of the Kenya Coordinated Border Management Program (KCBMP) and Border Security and Control Program (BSCP), to develop complementary modules based on needs, and to provide policy and research support on border management, further described in Section 4 of this RFP.</p>
4.	Eligible proposers	Only bidders from Kenya are eligible to participate in this bidding process
7.	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p>E-mail address: kco-quotationqueries@iom.int</p> <p>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>11 December 2024</p> <p>Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:</p> <p>Direct communication to prospective proposers by email.</p>
10.	Language	All proposals, information, documents and correspondence exchanged between IOM and the proposers in relation to this solicitation process shall be in English
	Partial proposals	<p>Submitting proposals for parts or sub-parts of the TOR is:</p> <p>Not allowed</p>
14.	Currencies	Prices shall be quoted in Kenya Shilling (KES)
15.	Duties and taxes	<p>All prices shall:</p> <p>Be exclusive of VAT and other applicable indirect taxes.</p>
16.	Proposal validity period	30 days
17.	Proposal security	Not Required
20.	Alternative proposals	Shall not be considered..
21.	Pre-proposal conference	Will not be conducted
22.	Site inspection	A site inspection will not be held.
26.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p>Email to iomnborfq@iom.int</p> <p>The Technical Proposal shall be sent in a separate attachment with the mandatory subject line: RFQ-KE10-2024-096 <u>Technical Proposal</u> - Development and</p>

		<p>Delivery of Trainings, Research, and Policy Support on Border Management</p> <p>The Financial Proposal shall be sent in a separate attachment with the mandatory subject line: RFQ-KE10-2024-096 Financial Proposal - Development and Delivery of Trainings, Research, and Policy Support on Border Management</p> <p>Distinct, separate attachment for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</p> <p>PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 32 MB ▪ Mandatory subject of email: RFP-KE10-2024-096_Development and delivery of trainings, research, and policy support on Border Management ▪ If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible.
27.	Deadline for proposal submission	<p>Date: 16 December 2024</p> <p>Time zone: East Africa Time</p> <p>Late proposal will not be evaluated and considered</p>
30.	Proposal Opening	Public proposal opening will not be held

36.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p>Combined scoring method using a distribution of 70%-30%. Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 3: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70 % of maximum points.</p> <p>The formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> </div> <p>Combined Score = (TP Rating) x (Weight of TP 70%) + (FP Rating) x (Weight of FP 30%)</p>
43.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25 %</p> <p>The maximum percentage by which quantities may be decreased is 25 %</p>
	Contract award to one or more proposer	<p>IOM will award a contract to:</p> <p>One Bidder Only</p>
	Type of contract to be awarded	<p>LTA Service Agreement (IOM template model C11)</p> <p>See Section 5: for sample contract.</p>
	Expected date for commencement of contract	3 December 2024
	Conditions of contract to apply	See Section 5.
47.	Performance Security	Not required
48.	Advance payment	Not allowed
49.	Liquidated damages	Will not be imposed

SECTION 3: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination. Bidders must attain the rating of “pass” in all areas

Criteria	Documents to establish compliance
Proposer accepts IOM General Conditions of Contract as specified in Section 5.	Form A: Technical Proposal Submission
Proposal Validity	Form G: Financial Proposal Submission

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis. Bidders must attain the rating of “pass” in all areas

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity	Copy of Valid Business License, or Local Permit to Operate the Registered Business Copy of the Valid Tax Compliance Certificate Copy of Certificate of Incooperation Copy of PIN certificate
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form A: Technical Proposal Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form A: Technical Proposal Submission
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form A: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form C: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form C: Eligibility and Qualification

Previous Experience:	
Minimum 3 (three) years of relevant experience.	Form C: Eligibility and Qualification
Minimum 3 (three) contracts of similar value, nature and complexity implemented over the last 5 (five) years.	Form C: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	500
3.	Management structure and key personnel	200
	Total	1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing	50
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.	100
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country	100
1.4	Quality assurance procedures and risk mitigation measures	50
Total Section 1		300

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	100
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organised, controlled and delivered	100
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	100
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	60

2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	40
Total Section 2		500

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		60
	<ul style="list-style-type: none"> General experience 	20	
	<ul style="list-style-type: none"> Specific experience relevant to the assignment 	15	
	<ul style="list-style-type: none"> Regional / international experience 	15	
	<ul style="list-style-type: none"> Language qualifications 	10	
3.2 b	Team members		40
	<ul style="list-style-type: none"> General experience 	10	
	<ul style="list-style-type: none"> Specific experience relevant to the assignment 	10	
	<ul style="list-style-type: none"> Regional / international experience 	10	
	<ul style="list-style-type: none"> Language qualifications 	10	
Total Section 3			200

SECTION 4: TERMS OF REFERENCE

Background:

IOM Kenya Immigration and Border Governance (IBG)'s unit supports the Government of Kenya to establish a comprehensive and integrated border management system to facilitate safe, orderly, and regular cross-border mobility and trade and to effectively address transnational organized crime, including trafficking in persons as well as smuggling of migrants and goods within Kenya and the Horn of Africa. This includes provision of technical support, policy support, capacity building, improvement of border infrastructures, as well as enhancing inter-agency and cross-border cooperation.

Under the project "Strengthening border security for countering transnational threats, including the movement of illicit goods and violent extremism in Central Africa Republic, Kenya, Madagascar, Namibia, and Somalia," funded by the Export Control and Related Border Security Program (EXBS), Bureau of International Security and Non-proliferation, US Department of State; IOM, in close coordination with the Kenya School of Government (KSG)'s Security Management Institute (SMI) and the Border Management Secretariat, developed a 5-day Border Security and Control (BSC) Program. The short course aims to enhance skills of frontline officials on various topics, including detecting illicit goods, fraudulent documents, countering trafficking in persons and smuggling of migrants, and management and operation of border crossing points.

With a view to ensure sustainability of the course within the government of Kenya, the BSC Program was endorsed as a regular offering of KSG' catalogue of trainings. Under the EXBS-funded project, IOM already supported 2 cohorts of the BSC Program and a total of 56 officers from various border agencies.

In addition, under the Better Migration Management programme funded by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ), IOM has been supporting facilitation of a number of cohorts of the Kenya Coordinated Border Management (KCBM) Program. The KCBM Program, which was recently revised through IOM support, aims to strengthen the security and efficiency of Kenya's ports points of entry and exit. Co-developed by KSG and BMS, the Program is designed to provide a practical and hands-on approach to bolster the abilities of front-line officers, and addresses the evolving challenges of border security.

Both BSC and KCBM Programs are complementing one another in their objective to train frontline border officials to enhance coordinated border management and provide them with the necessary skills and knowledge to tackle transnational organized crime and threats that undermine peace, security, and sustainable development.

Finally, IOM has been engaging in policy support for the Government of Kenya, including to support Kenya's endeavour to transition from a Coordinated Border Management (CBM) to Integrated Border Management (IBM) system to enhance facilitation of legitimate trade and travel while securing the borders. IOM supports the Government of Kenya in developing a roadmap for the adoption of an IBM Policy which will guide on the creation of an Integrated Border Management System in Kenya. In coordination with BMS and under the technical lead of KSG, IOM facilitated multi-agency consultations and sensitization workshops on IBM and developed, in coordination with KSG and BMS, a technical questionnaire which was administered to 40 Border Management Committee members from 14 border agencies across 24 Ports of Entry & Exit. This questionnaire will now be administered by BMS and KSG at the BCOCC level. KSG will compile the findings in an assessment report which will inform the development of the IBM policy.

Objective

Through additional funding from different donors, including Global Affairs Canada and the Japanese Supplementary Budget (JSB) from Japan, IOM is aiming to support additional cohorts of these two programs over the next two years.

The objective of this Request for Proposal is to identify a partner for the next 2-year period to carry out additional cohorts of the BSC and KCBM Programs as well as to develop any complementary modules that might be required to strengthen capacities of border officials on border management and security. The identified partner will also be tasked to support policy and strategic work in the area of border management and security issues, to inform evidence-based policy making in Kenya, including (but not limited to) the Integrated Border Management (IBM) Policy.

1. IOM Projects to which the agreement may contributing among others (but not limited to):

- I. Strengthening capacity of Government of Kenya and resilience of vulnerable border communities to enhance peace and security along the Kenya Eastern border.
- II. Enhancing Security through Improved Border and Immigration Management II

2. Tasks to be performed under this contract:

Under the overall guidance IOM Kenya, the Service provider will undertake the below responsibilities:

- I. Facilitating the delivery of training cohorts of the Border Security and Control Program and of the Kenya Coordinated Border Management Program over two years, based on timely requests from IOM.
- II. Developing and revising complementary modules and training materials relating to border management as needed.
- III. Organising consultations on various border management and security issues including policy and strategy development
- IV. Carry out technical assessment and/or research studies on border management issues in Kenya

3. The proposed agreement should also include the following:

The proposed agreement should encompass the following provisions:

- I. Regular follow-up meetings between IOM and the Service Provider will occur throughout the agreement's implementation.
- II. Both IOM and the Service Provider will cooperate by sharing all pertinent information stored in their respective files and databases.
- III. The Service Provider will actively engage in facilitating and hosting stakeholder consultations with relevant Government of Kenya Ministries, Departments and Agencies especially the Border Management Secretariat as necessary.

4. Tangible and measurable output of the agreement.

- I. Facilitate delivery of trainings cohorts of the BSC and KCBM Programs.
- II. Develop tailored and revised modules and training materials targeting identified needs and priorities at the borders.
- III. Develop policy and/or strategic documents on various border management and security issues
- IV. Draft assessment report and/or research paper on border management issues in Kenya

5. Performance indicators for evaluation of results (value of services rendered in relation to the cost).

- I. Successful fulfilment of the tasks outlined in these Terms of Reference (ToR).
- II. Enhanced skills, knowledge, and competencies of frontline border officials participating in the trainings through administering of pre-and-post tests
- III. Quality of the post-training reports.
- IV. Quality of strategy/ policy reports

6. Deliverables

Deliverables	Summary of Deliverables	Timeline	Outputs	Comments
1	Development of tailored training modules	Upon request throughout the 2 years	Tailored training material/ modules is developed and included in relevant training program	Payment will be made upon completion and validation of each training module
2	Delivery of Border Security and Control Program cohort	Upon request throughout the 2 years	A Border Security and Control Program cohort has been conducted	Payment will be made upon completion of each cohort and submission of the post-training report
3	Delivery of Kenya Coordinated Border Management Program cohort	Upon request throughout the 2 years	A Kenya Coordinated Border Management Program cohort has been conducted	Payment will be made upon completion of each cohort and submission of the post-training report
4	Consultation on various border management and security issues, including policy and strategy development	Upon request throughout the 2 years	A strategy/ policy report has been developed	Payment will be made upon completion of each consultation and submission of the report
5	Consultation/ interviews/ research on border management issues in Kenya	Upon request throughout the 2 years	An assessment report/ research paper has been developed	Payment will be made upon completion of each assessment/ research and submission of the report/research paper

Required Behavioural Competencies

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Required Education and Experience

1. Accredited institution with vast experience on public policy issues related to migration, human rights, local governance.
2. Strong background in migration policy in Kenya, experience/knowledge in government structures in Kenya is an advantage.
3. Strong analytical, writing and editing skills; experience with policy-oriented documents and publications (ideally for international/regional organizations) is an advantage.
4. Computer literacy, especially Microsoft Word, Powerpoint and Excel.
5. Strong organizational skills.
6. Ability to timely understand the Organization's structure and portfolios.
7. Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds.
8. Ability to reach out to government counterparts without supervision.
9. Proven ability to produce quality work accurately and concisely according to set deadlines.
10. Practical experience of how to multi-task, prioritize and work independently.

Languages

Excellent skills in written and spoken English.

SECTION 5: CONDITIONS OF CONTRACT AND CONTRACT FORMS

Contract Form with General Conditions of Contract

Sample of IOM General Service Agreement can't be downloaded from this link:

https://iomint-my.sharepoint.com/:w:/g/personal/fpaath_iom_int/EdX9W7d1I3pOhXY2xIzAxClBgm8V6pJWdIA1BKijynJbSQ?e=kovKj5

SECTION 6: PROPOSAL FORMS

Form A: Technical Proposal Submission

Form B: Proposer Information

Form C: Eligibility and Qualification

Form D: Format for Technical Proposal

Form E: Format for CV of proposed key personnel

Form F: Statement of Exclusivity and Availability

Form G: Financial Proposal Submission

FORM A: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096 - Development and delivery of trainings, research, and policy support on Border Management		

We, the undersigned, offer to supply the services required for the Development and delivery of trainings on Border Management in accordance with your Request for Proposals No. **RFP-KE10-2024-096** . We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

BIDDER’S DECLARATION OF CONFORMITY¹ (Please Tick Appropriately)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, 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: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; 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; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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 Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

FORM B: PROPOSER INFORMATION *

Kindly click and download the link of Vendor Information Sheet and submit the signed and stamped copy together with the rest of the documents [Vendor Information Sheet.xlsx](#)

**Applicable for new vendor/service provider that hasn't been registered as IOM vendor and does not have IOM vendor number*

FORM C: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096- Development and delivery of trainings, research, and policy support on Border Management		

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

FORM D: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096 - Development and delivery of trainings, research, and policy support on Border Management		

The proposer’s proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer’s qualification, capacity and expertise

- 1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.
- 2.2 Provide comments and suggestions on the Terms of Reference: have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Include additional services that will be rendered beyond the requirements of the ToR, if any.
- 2.2 The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2-6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in Form H and the statement of exclusivity and availability using the format in Form I.

FORM E: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096 - Development and delivery of trainings, research, and policy support on Border Management		

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

FORM F: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096- Development and delivery of trainings, research, and policy support on Border Management		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer **IOM on the Development and delivery of trainings on Border Management** in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other IOM’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other IOM’s solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM G: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP-KE10-2024-096 - Development and delivery of trainings, research, and policy support on Border Management		

We, the undersigned, offer to provide the services for **Development and delivery of trainings, research, and policy support on Border Management**. in accordance with your Request for Proposal No. RFP-KE10-2024-0096 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and this Financial Proposal sealed under a separate envelope.

Currency of the proposal: Kenyan Shilling (KES).

Breakdown of Price per Deliverable / Activity:

Deliverables	Summary of Deliverables	Timeline	Total All-Inclusive Cost (KES)
1	Development of tailored training modules	Upon request throughout the 2 years	
2	Delivery of Border Security and Control Program cohort	Upon request throughout the 2 years	
3	Delivery of Kenya Coordinated Border Management Program cohort	Upon request throughout the 2 years	
4	Consultation on various border management and security issues, including policy and strategy development	Upon request throughout the 2 years	
5	Consultation/ interviews/ research on border management issues in Kenya	Upon request throughout the 2 years	

Our Proposal shall be valid and remain binding upon us for the period of 30 days as specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Name : _____

Title : _____

Date : _____

Signature : _____

[Stamp with official stamp of the Proposer]