# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: 4200791043 | Date: 10 November 2024 |

# **SECTION 1: Request for Quotation (RFQ) for Enhancing women’s urban and rural resilience and livelihoods through inclusive expansion of specialized protection information and networks in Jowhar and Beletweyne, Somalia**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | 17 Nov 2024 11:45 PM, East Africa time If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows: [ ]  E-tendering[x]  Email[ ]  Courier / Hand deliveryBid submission address: **procurement-tenderonly@iom.int*** File Format: PDF
* File names must be maximum 60 characters of long and must not contain any letter or special character other than from the Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: 25 MB
* Mandatory subject of the email: **4200791043 -Enhancing women’s urban and rural resilience and livelihoods through inclusive expansion of specialized protection information and networks in Jowhar and Beletweyne, Somalia “PLEASE DO NOT CHANGE THE SUBJECT DURING SUBMISSION”**
* It is recommended that the entire Quotation be consolidated into as few attachments as possible.
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| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [Supplier Code of Conduct (ungm.org)](https://www.ungm.org/Public/CodeOfConduct).  |
| **Conflict of Interest** | **UN encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement.  |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in US Dollars  |
| **Duties and taxes** | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:[x]  be inclusive of VAT and other applicable indirect taxes[x]  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | English |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1  |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.  |
| **Partial Quotes** | [x]  Not permitted |
| **Payment Terms** | [x]  100% within 30 days after receipt of services and submission of payment documentation.  |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: IOM Somalia Procurement E-mail address: **procurement-tenderonly@iom.int**Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated email by 15 November 2024 |
| **Evaluation method** | [x] The contract will be awarded to the lowest price substantially compliant offer[ ]  Other Click or tap here to enter text. |
| **Evaluation criteria** |

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| # | **Criteria** | **Rating** |
| 1 | Similar experience in Somalia and neighbouring countries in terms of the Scope, Cost, and subject matter- at list **2** past assignments (**contracts**) with documented evidence such as Contracts | **Fail/Pass**  |
| 2 | Organization and staffing. - **Very good** presentation of organization in area of operation, which facilitates coordination with stakeholders and deliverable results | **Fail/Pass**  |
| 3 | Proposed Technical approach and methodology- The technical approach and methodology **fully address** TOR objectives, showing **excellent understanding** of subject matter and required processes | **Fail/Pass**  |
| 4 | **professional staff competence for the assignment- competency of the key organization staff;** project manager, surveyor and other support staff- all staff to have experience more than 5 years in their respective fields | **Fail/Pass**  |
| 5 | Registration certificate within Somalia  | **Fail/Pass** |

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| **Right not to accept any quotation** | IOM is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | Service Agreement  |
| **Expected date for contract award.** | 25 November 2024 |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of IOM  |
| **UNGM registration** | IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.  |

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

**TERMS OF REFERENCE (TOR)**

**Project Title: ENHANCING WOMEN’S URBAN AND RURAL RESILIENCE AND LIVELIHOODS THROUGH INCLUSIVE EXPANSION OF SPECIALIZED PROTECTION INFORMATION AND NETWORKS IN JOWHAR AND BELETWEYNE, SOMALIA**

1. **Project Description**

Displaced women in Somalia, and particularly women from less affluent social groups or women with disabilities, face extraordinary barriers to achieve self-reliance, resilience and access to sustainable livelihoods. Patriarchal norms, compounded by competition over diminishing resources in a climate vulnerable environment, cement forms of exclusion and therefore prevent women to become productive assets to society and effectively be on pathways for resilience and durable solutions.

Lack of information to timely access protection services and relief during a crisis, or to understand market opportunities in relation to availability of good and commodities and their market value, plays a role in heightening the vulnerability of women in displacement, and subsequently in limiting their agency in the search of viable economic opportunities.

Against this backdrop, there are numerous barriers to the creation of business opportunities and income generating activities. For instance, in the market environment, navigating complex trade regulations and customs procedures can be particularly challenging for small-scale traders, leading to increased costs and delays. What is more, vulnerable groups such as people living with disabilities and women often face systemic gender biases and discrimination that limit their access to business opportunities, resources, and markets. They also often lack access to timely and accurate market information, including prices, exchange rates, and trade procedures, which is crucial for making informed business decisions. Overall, there is a lack of comprehensive data and research on the specific needs and challenges faced by women and people with disability who are traders in Somalia.

In order to address the lack of inclusive and gender-sensitive information about the specific needs and barriers faced by women and marginalized groups, IOM will carry out a series of need assessments that will contribute towards identifying the needs to realize the humanitarian-development peace nexus (HDPN). These assessments will aim to obtain the necessary data to inform and develop a mobile-based technology platform, with the objective of providing accurate and relevant information to its users (primarily women) that work in the trade business. The design of this platform will thus be shaped to ensure its effectiveness and inclusivity of generally marginalized groups such as women and youth, contributing to the diversification of business and the creation of more opportunities.

Concretely, the platform will leverage SMS and USSD technologies to ensure that crucial information reaches minority groups and persons with disabilities, even in remote areas. This collaboration includes providing market price information and engaging in sensitization campaigns. The platform will be free to use, and the project aims to directly train 1875 individuals, expecting to reach a maximum of 20,000 users through a networking effect.

The information should made accessible by translating it into minority languages and in user-friendly formats for persons with disabilities, including integrating web-based apps (WhatsApp), automatic voice response, and the like. Feedback mechanisms will be integrated so that the platform remains fit-for-purpose, and abuses can be reported to alert protection organizations and authorities.

By drawing information directly from marginalized and highly vulnerable communities, this project will ensure comprehensive engagement and inclusiveness in the design of the platform. These efforts will shape the humanitarian response, creating an ecosystem conducive to systemic change. Specifically, using technology to empower women-led businesses can have ripple effects that help create lasting change for households, communities, and market systems. Data generated by the platform will allow IOM to glean important insights from social groups who are normally the intended targets of humanitarian, durable solutions and stabilization interventions, but who are often not prioritized as informants due to the linguistical and disability barriers.

# Scope of Services, Expected Outputs and Target Completion

IOM is seeking a Service Agreement for the development of a data platform that distributes information through bulk SMS and collects data from users using free of charge USSD technology and can be customized to suit the needs of women in displacement, Internally Displaced Persons from minority groups, as well as persons in displacement with disabilities.

The service provider will directly contribute to the achievement of Outcome 1 of the Korea funded project “Enhancing women’s urban and rural resilience and livelihoods through inclusive expansion of specialized protection information and networks in Jowhar and Beletweyne, Somalia.”

**Outcome 1: Vulnerable urban populations in Somalia, especially women and displacement affected communities’ resilience is improved through improved access to specialized protection information and revenue generating activities.**

In specific, the services expected to be provided by the provider are:

1. **Needs assessment and consultations to inform the design of the platform**
* Prepare the data collection tools for the needs assessment to identify specific needs and barriers faced by women and marginalized groups to inform the platform design.
* Conduct stakeholder mapping, identify relevant groups including women and marginalized groups and coordinate with IOM for the data collection in Beletweyne and Jowhar through enumerators
* Organize consultations for platform design in collaboration with local organizations, communities and service users. Engage with local organizations and community leaders throughout the platform development process.
* Coordinate with IOM’s protection teams, to advise and ensuring a protection lense is taken throughout the design phase, adhering to ‘Do No Harm’ policies
1. **Develop, test and launch of the USSD platform**
* Develop, test, and launch the fully functional USSD platform with real-time information on weather updates, market prices, exchange rates, and additional thematic areas identified during the needs assessment
* Coordinate with the IOM Protection team in the development of the systems to report abuse and harassment by women traders.
* Research and provide information on 3 additional thematic areas based on the needs assessment (in addition to weather updates, market prices and exchange rates)
1. **Training and Outreach**
* Provide direct training to 1875 individuals
* Training Completion Report: A report summarizing the training provided to individuals, including participant data and feedback from the training sessions.
* Implement outreach efforts to engage key stakeholders, media outlets and social media in promoting the platform to reach 20.000 users through networking effect.
* Sensitization Campaigns Report: Conduct and document sensitization campaigns and dialogues with stakeholders to ensure the platform’s relevance and effectiveness.
1. **Monitoring and Evaluation**
* Regular reports providing insights into platform usage, user engagement, and feedback, with recommendations for ongoing improvements.

# Institutional Arrangement

* The service provider is required to exhibit his or her full commitment with IOM during the specified period and should take into consideration IOM policies, security situation, do no harm and protection principles.
* In the event of a delay, the service provider will inform IOM promptly so that decisions and remedial action may be taken accordingly.
* Should IOM deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the final deliverables.
* The service provider is required to provide financial and narrative reporting upon finalization of the assignment.

IOM will support the service provider

* Protection Expertise: IOM’s protection teams will provide guidance to ensure that the needs assessment and platform design adhere to the ‘Do No Harm’ policies and maintain a strong protection focus.
* Local Engagement: IOM will assist in organizing consultations with local organizations, community leaders, and service users to ensure the platform design meets the specific needs of these groups.

# Duration of the Work

The expected duration of the service will be 7 months from 01.12.2024 until 30.06.2025. This is dependent on the availability of funding and validity of the life of the project.

# Location of Work

The expected location/s where the services will be rendered will be primarily in Jowhar, Beletweyne, with possibility to expand to other locations of Somalia, if additional units in IOM necessitate support and if additional funding is secured. Service delivery in Jowhar and Beletweyne will include community consultations, and needs assessments, whereas the development, testing and launch of the platform can be delivered remotely.

# Scope of Proposal Price and Schedule of Payments

The contract price will be fixed output-based with a cost of total USD 200.000 and will be paid as an all-inclusive *Lump Sum fixed Amount* based on the weighted percentage corresponding to each deliverable as below:

* Instalment 1 for Deliverable 1 (Inception report, and stakeholder consultations) 40% of the lumpsum amount
* Instalment 2 for Deliverable 2 (Develop, test and launch of the platform) 40% of the lumpsum amount
* Instalment 3 for Deliverable 3 (Training and outreach, final report) 20% of lumpsum amount.

Payment shall be made in tranches based on achievement of each Deliverable. After review and acceptance of Deliverables(s), the Service Provider will submit an invoice to IOM to certify that the Deliverable(s) have been achieved in accordance with the schedule of Payment. Payment will be made within 30 days of submission of the invoice.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**VENDOR INFORMATION SHEET[[1]](#footnote-1)**

Please attach the latest vendor information sheet to be filled in and signed by the vendor

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-2)**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  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. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|[ ] [ ]  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. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.  |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|[ ] [ ]  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. |
|[ ] [ ]  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. |
|[ ] [ ]  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. |
|[ ] [ ]  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 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.  |
|[ ] [ ]  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. |
|[ ] [ ]  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.  |
|[ ] [ ]  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.ungm.org/Public/CodeOfConduct>. |
|[ ] [ ]  It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|[ ] [ ]  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.  |
|[ ] [ ]  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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
|  |  |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  Click or tap here to enter text. |

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| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/%3Ax%3A/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-1)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-2)