



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

IOM ROAP

INVITATION TO SUBMIT EXPRESSION OF INTEREST
(For Short listing of Companies/ Service Providers)

18 May 2020

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of the Displacement Tracking Matrix (DTM) Regional Evidence for Migration Analysis and Policy (REMAP) project, IOM now invites Expression of Interest (EOI) from Service Providers for the formation of an “*Academic Consortium*” on human mobility in Afghanistan, Bangladesh, Islamic Republic of Iran, Iraq and Pakistan. IOM is looking for an experienced multi-disciplinary team of academics and/or individuals (Academic Consortium) with experience in human mobility, international migration, forced migration, internal migration, internal displacement, return migration, migration theories, human mobility data analysis and modelling and relevant knowledge of the specific thematic areas and project countries. The selected Academic Consortium will have full access to unique longitudinal DTM REMAP databases (in accordance with international data protection standards), collected in the project countries, to carry out in-depth research and national and regional policy briefs on key thematic topics related to the DTM REMAP project including: international and internal mobility/migration, (forced) displacement, drivers of migration and return migration.

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

The Expression of Interest shall be submitted through E-mail ROBangkokPL@iom.int no later than *14 June 2020*. (*Bangkok local time*).

On the basis of the above information, IOM shall draw up the shortlist of Service Providers. Only short listed Service Providers will be invited to submit technical and financial proposals.

Interested Consultants may obtain further information from IOM at the above office E-mail address on from [25 May to 5 June 2020](#).

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Very truly yours,

Vivianne VAN DER VORST

Senior Regional Project Manager (DTM REMAP)

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



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Request for Expression of Interest

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

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This document contains instructions on the preparation and submission of the Application including Annex A: Bidder’s Information.

The Application must be submitted through E-mail ROBangkokPL@iom.int no later than *15 June 2020, 8.30am (Bangkok local time)*. Late Application will no longer be considered.

1. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/ Service Provider.
2. The Application must be submitted in the English language and in the format prescribed by IOM. 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 Request for Expression of Interest may be rejected.
3. The Application document should comprise of the following:
 - a. Cover Letter;

- b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
 - c. Duly Accomplished Annex A with All requested information.
4. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing through [E-mail: ROBangkokPL@iom.int](mailto:ROBangkokPL@iom.int) no later than *10 June 2020, 16.00hrs (Bangkok local time)*.
IOM will respond to any request for clarification received on or before *12 June 2020*
 5. Applications shall be evaluated in accordance with the following criteria:
 - a. Capacity
 - b. Track Record and Experience
 - c. Technical Expertise
 - d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
9. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

- Name of Entity
- Name of head of the consortium
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

Provide certified copies

TABLE 2 – EXPERIENCE IN LAST TEN YEARS

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (**Provide documentary evidence**)

TABLE 3 – SIMILAR EXPERIENCE IN LAST TEN YEARS

- Year
- Client
- Description of works
- Contract Amount
- Remarks (**Provide documentary evidence (*)**)

Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.

TABLE 4 – ONGOING COTRACTS

- Client

- Description of Contracts
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

TABLE 5 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount
- Remarks (*Provide documentary evidence*)

Please provide proof of financial competency and audited financial statements for the last three financial years.

TABLE 6 LIST OF CO- APPLICANTS

- Names
- Affiliations
- Qualifications and work experience
- Type of Role under consortium

TABLE 7 – ANY OTHER INFORMATION

In addition to the required information, Companies may provide brochures and other related documents

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date