

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: Ref No: SOM-2024-006	Date: 25 October 2024
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The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process.

Description	Media Engagement includes Visibility material production, TV, Radio etc
UNSPSC code(s)	83110000
Deadline for the Submission of EOI	18 November 2024 If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .
Content of EOI	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> Brief presentation of company including number of staff, turnover, years in business Reference list demonstrating qualifications for participating in this upcoming bidding process Contact information: full name and address, country, telephone number, e-mail address, website and contact person. <p>Note: Prices are not required at this stage.</p>
Method of Submission	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address: procurement-tenderonly@iom.int</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: 25MB Mandatory subject of email: REOI-2024- Media Engagement includes Visibility material production, TV, Radio etc "Company Name" 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". You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	<p>IOM Somalia Supply Chain Unit</p> <p>E-mail address: iomsomprocurement@iom.int</p>
REOI Conditions	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Somalia reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM somalia also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM. Only companies that will pass the pre-qualification will be invited to submit their proposals for the ITB that will be</p>

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Terms of Reference

Media Engagement includes Visibility material production, TV, Radio etc

Background

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Purpose

To deliver ad hoc multimedia services to IOM Somalia projects for a duration of 12 months, with possibility of extension on a year basis. However, it is anticipated that IOM will issue multiple contracts to other service providers, and thus IOM reserves the right to make multiple arrangements for any service(s) where, in the opinion of IOM, project requirements cannot be met or it is deemed to be in the best interest of IOM.

Needs required

- ⊘ Photography services and captions in IOM project locations
- ⊘ Photography editing
- ⊘ Filmmaking services, including drone/aerial footage in IOM project locations
- ⊘ Video interviews with beneficiaries, IOM staff, partners and government counterparts
- ⊘ Video editing
- ⊘ Audio recording
- ⊘ Graphic design, including layout design, banners and other branded material

Intellectual Property Rights

Due to the sensitive nature and security risk of the program, the copyright of all materials produced within the scope outlined in this document, including all materials that are not used in the final deliverables, will belong to IOM Somalia, and cannot be used or distributed without prior consent from IOM Somalia. Once delivered, the ownership of the final deliverables of this project will be with IOM Somalia, including the entitlement to any changes in their use outside of the original purpose outlined in this document. Credit to the selected vendor, where appropriate, shall be given.

Requirements

Graphic Design

GRAPHIC DESIGN					
#	Description	Size1	Unit of measurement		
			2-10 pages	11-40 pages	40 pages or over
1	Booklet; design	A5 – A4			

2	Brochure design (e.g. fact sheets, info sheets, human interest stories, services, information, education and communication materials)	A5			
3	Studies, reports, long brochures etc. design	29.7x21 cm			
#	Description	Type	Unit of measurement		
			1 - 2 pages	3 - 4 pages	5 - 7 pages
4	Infographics with simple icons	Pages			
5	Infographics with elaborate illustrations	Pages			

Prices above shall cover and include the following:

Planning, design, and delivery of graphic design layout for IOM approved content.

Printing of the products where relevant.

Design delivered in accordance with IOM branding guidelines.

Infographics, including interactive PDF infographics.

Development of the messages if requested.

First submission should be free from typos, basic grammar errors, unequal size and types of fonts, and all other details that might require IOM to re-do.

Photography

PHOTOGRAPHY SERVICES					
#	Description	Unit of measurement	Unit of Measurement		
			1 - 20 photos	20 - 40 photos	40 - 60 photos
1	Professional photographer for media coverage of event, activity, or project site	Person			
2	Professional editing, contact-sheet with captions	Quantity			

Prices above shall cover and include the following:

High resolution, ready to publish, professional photographs with captions in English.
 Photographs must be from different angles, portraying action.
 Photographs must be produced by good ethical standards, portraying the subjects with dignity and consent.
 Signed consent form must be provided, especially when shooting close-ups of individuals.

Videos

VIDEOS					
#	Description	Unit of Measurement			
		Days of filmming	Days of filmming	Days of filmming	Days of filmming
1	Production	½ day	1 day	3 days	6 days
Price					
#	Description	Unit of Measurement			
		Minutes	Minute	Minutes	Minutes
2	Film editing, including the graphics and subtitles	1 minutes	3 minutes	5 minutes	10 minutes
Price					

Prices above shall cover and include the following:

Submission of a comprehensive media plan from start to final stages; such a plan must be approved by IOM prior to proceeding with the activity.
 Submission of transcripts/script for IOM approval as part of the production.
 Production of digital video (shooting, editing, sound, graphics, translating subtitles into English).
 Consent from the people interviewed.
 Obligation to provide all raw video material produced (sound and audio only) to IOM in addition to the final product, preferable through a hard disk or an online cloud.
 All other daily, office costs associated with the activity, excluding transportation cost if the service is outside where the company is located.
 Video shoots can include different locations within the same region.

Human-interest stories

HUMAN-INTEREST STORIES			
#	Description	Words	Unit of Measurement

1	Production of human-interest story	600 - 800	
2	Production of human-interest story	800 – 2,000	

Prices above shall cover and include the following:

Production; planning, interviews and writing or scripting a human-interest story (including quotes)
 High resolutions, ready to publish photographs of the interviewee including a portrait and action photograph from the project context (written)
 Consent form
 First submission of the human-interest story be free from typos, basic grammar errors, unequal size and types of fonts, and all other details that might require IOM to re-do.

What prices quoted above shall **not** include:

The above quoted prices shall not include office or travel costs such, air tickets and daily allowances.

Pre-qualification Requirements

1. Experience in working in Somalia.
2. Experience in working with the International Organization for Migration or other UN Agencies.
3. Experience in providing translation services for UN Agencies or INGO/NNGOs.
4. Experience in translating texts from English to Somali and from Somali to English taking into consideration the dialect differences and different cultural sensitivities in Somalia.
5. Experience in translating for subtitling purposes Somali interviews into English taking into consideration the dialect differences and different cultural sensitivities in Somalia.
6. Experience and technical knowledge in diverse thematic areas from humanitarian interventions and the humanitarian programme cycle, stabilization, durable solutions and development.

PROSPECTIVE VENDOR INFORMATION SHEET

Vendor No.: _____
(IOM Internal Use)

Company Details

Registered Vendor Name*: _____

Tax Organization Type*: Choose an item. _____

Supplier Type*: Choose an item. _____

Company Web Site: _____

Tax Country*: Choose an item. _____

Taxpayer ID/Tax Registration No*: _____

Products and/or Services: Choose an item. _____

Additional Information

UNGM No.: _____

UNPP No.: _____

Is your Entity Women Owned?: Choose an item. _____

Is your Entity Disability Inclusive?: Choose an item. _____

Commitment to Antiracism: Choose an item. _____

Does your entity agrees with UN Supplier Code of Conduct: Choose an item. _____

Is the Bank Account Certificate added as attachment?: Choose an item. _____

Address*

Street Name and House No. _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* Choose an item. _____

Contact Information for communications

First Name*: _____

Last Name*: _____

Job Title: _____

Email*: _____

IMPORTANT

All fields marked with * are mandatory.
The form will be returned if mandatory field/s is/are empty
The Vendor Name should match ID or registration documents

Other Contacts

First Name*: _____

Last Name*: _____

Job Title: _____

Email*: _____

Will this person have a role in Wave? Choose an item. _____
If yes, what will be that role? Choose an item. _____

First Name*: _____

Last Name*: _____

Job Title: _____

Email*: _____

Will this person have a role in Wave? Choose an item. _____
If yes, what will be that role? Choose an item. _____

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

SPEND AUTHORIZED SUPPLIER INFORMATION SHEET

Printed Name*: _____

Signature*: _____

Job Title _____

Date _____

List of attachments	
<input type="checkbox"/>	Taxpayer ID/Tax registration number certificate.
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Id. of the owner
<input type="checkbox"/>	Signed UN Supplier Code of Conduct
<input type="checkbox"/>	Proof of women ownership share of the company
<input type="checkbox"/>	Evidence of commitment to anti-racism
<input type="checkbox"/>	Evidence of entity's disability inclusive policy
<input type="checkbox"/>	Other: _____

PLEASE, FILL IN THE CONTACT INFORMATION ONLY IF IT NEEDS TO BE UPDATED IN THE SUPPLIER PROFILE

Contact Information

Supplier Details

Supplier's Name*: _____
 Supplier Number*: _____

Payment Details

Payment Method*:

Bank transfer

Check**

Cash**

Others**: _____

IMPORTANT

All fields marked with * are mandatory.
 The form will be returned if mandatory field/s is/are empty
 The Vendor Name should match ID or registration documents

**If a Non-Bank Payment Method was selected, please provide justification:

Bank Details* (This information is mandatory if payment method is via Bank Transfer)

Bank Name* _____
 Address _____
 City* _____
 Postal Code _____
 Country* _____
 Bank Account Name* _____
 Account Currency _____
 Bank Account Number _____

NOTES

Payment currency must be clearly indicated to avoid delays and additional bank charges

If the company has multiple bank accounts, indicate the default account this form and add an extra sheet with full information of other accounts

Swift Code/BIC (outside U.S.A.)		Fill only the code that corresponds to your location*
IBAN Number		
Clearing Number (Switzerland)		
ABA No. for ACH (U.S.A.)		

First Name: _____
 Last Name: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? Choose an item.
 If yes, what will be that role? Choose an item.

First Name: _____
 Last Name: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? Choose an item.
 If yes, what will be that role? Choose an item.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Printed Name*: _____

Signature*: _____

Job Title _____

Date _____

List of attachments	
<input type="checkbox"/>	Bank Account Certificate
<input type="checkbox"/>	Declaration of Conformity was signed in solicitation documents
<input type="checkbox"/>	Other: _____