**CALL FOR EXPRESSION OF INTEREST IN PARTNERSHIP WITHIN THE PROGRAMME ON PROTECTION OF VULNERABLE POPULATION (INCLUDING MIGRANTS, INTERNALLY DISPLACED PEOPLE (IDPs), VICTIMS OF TRAFFICKING (VoTs) AND GENDER-BASED VIOLENCE (GBVs) AND PREVENTION OF PROTECTION RISKS**

**TERMS OF REFERENCE**

**1. INTRODUCTION**

The majority of Burundi’s humanitarian needs are caused by recurring climate-related disasters. Frequent natural disasters provoke massive displacements of persons and cause severe human and material damage, particularly in rural areas. The immediate displacement creates protection concerns and risks for the most vulnerable and gives space for traffickers to operate and exploit affected populations, while they search for safety and means of income to help restore their lives.

Human trafficking, gender-based and domestic violence, and related crimes are a severe violation of human rights which affects the physical and psychological well-being of victims, their families and communities. It undermines national security and impedes the sustainable development of the country.

To support IOM to implement its protection and prevention mainstreaming projects, identify, screen and provide required assistance to the victims and potential victims of trafficking and gender-based violence (VoT&GVB), internally displaced population (IDP) and other vulnerable categories, provide the beneficiaries with direct and reintegration support, coordinate the work with local authorities and community leaders and facilitate the development of the National referral mechanism, IOM is looking for dynamic, active and experienced NGOs for partnership in project implementation..

IOM will select 2 (two) NGOs which work cross Burundi to submit Project and Budget Proposal(s) on conduction of the below activities.

The project will be implemented given the availability of funding. The time frame is **2022 - 2023**

**2. BACKGROUND**

This call for expression of interest is implemented under Migrant Protection and Assistance (MPA) Programme funded by various donors.

**3. OBJECTIVE**

The overall objective is to provide prevention, protection and reintegration services to the vulnerable population, including returnees, IPDs, VoT&GBV which is built on case-by-case approach and includes, but not limited to:

* sensitization of the local authorities and communities on protection risks and mitigating measures;
* building the capacity of the hosting communities and local authorities to identify the protection risks and support the vulnerable population;
* collect and process data in Kobo on vulnerable cases and service roadmaps;
* conduct listening, identification and screening;
* sheltering;
* medical and psychosocial support;
* humanitarian aid/family (children) support;
* income-generating orientation and support;
* assistance with documents and legal counselling;
* awareness raising campaign through innovative and interactive approaches;
* monitoring and evaluation of the efficiency of conducted activities using the IOM-provided methodology

**4.1. REQUIREMENTS TO THE APPLICANT NGO1**

* Registration of the organization in accordance with the legal procedures of the Republic of Burundi;
* 5-year experience working in prevention of trafficking in persons (TIP) and protection of victims of trafficking (VoTs);
* Active member of Anti-Trafficking Sub-Sector;
* Successful former experience of implementation of similar projects or components and partnership with UN agencies and international humanitarian NGOs. The majority of the key professional staff should have at least five years of relevant experience.
* The case workers of both sex have proven experience working with traumatized clients;
* Well-established working relations with the local authorities and communities;
* Knowledge and skills in documentation and reporting;
* Well established experience with financial management

**4.2. REQUIREMENTS TO THE APPLICANT NGO2**

* Registration of the organization in accordance with the legal procedures of the Republic of Burundi;
* 5-year experience working in Humanitarian Response to and Protection of vulnerable population, IDPs, refugees, etc.
* Active member of Protection Cluster
* Successful former experience of implementation of similar projects or components and partnership with UN agencies and international humanitarian NGOs. The majority of the key professional staff should have at least five years of relevant experience.
* The case workers of both sex have proven experience working with traumatized clients;
* Well-established working relations with the local authorities and communities;
* Knowledge and skills in documentation and reporting;
* Well established experience with financial management

**5. SELECTION CRITERIA**

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| --- | --- | --- |
| Name | Description | Weight |
| Relevance of proposal to achieving expected results | Relevance of proposal to achieving expected results described in TOR and adequacy and clarity of the proposed budget | 20 |
| Project sustainability and cooperation with local authorities | Experience in partnering with key local authorities and leaders on province and hill levels. | 20 |
| Project efficiency and logical framework | The logical framework is described in detail and has «SMART» indicators of project efficiency | 20 |
| Coverage of beneficiaries | Experience in identification, referral and provision of assistance to vulnerable population, including IDP, returnees, VoT&GBV, etc. | 20 |
| Previous experience | Successful former experience in implementation of at least two similar projects or have majority of their key professional staff who have at least five years of relevant experience | 20 |

**6. EXPECTED DELIVERABLES**

Once selected, the NGO will be contracted and trained on PSEA, AAP, IOM Financial reporting and Data Protection principles;

The contracted NGO will be responsible for the activities stated in the individual Project Proposal;

Once eligibility is confirmed, the NGO provides the assistance according to approved plan of action and deliverables in compliance with the approved budget.

**7. CONTROL PROCEDURE**

* Quarterly reports to IOM in line with IOM template stamped and signed by the Head of the organization;
* IOM will monitor and evaluate the activities and assistance provided to the beneficiaries in compliance with the action plan.

**8. SPECIFICATIONS FOR APPLICATION**

1. Project Proposal (Annex A);
2. Budget Proposal (Annex B);
3. NGO registration certificate;
4. CVs of the case workers.

**9. NEGOTIATIONS**

In case of need, IOM will conduct the negotiation to reach agreement on all points and sign a contract.

Negotiation will include but not limited to: a) discussion and clarification of the TOR; b) discussion and finalization of the activities to be completed, services to be provided, facilities and equipment to be used, and work plan proposed by the grant applicant; c) consideration of appropriateness of qualifications and pertinent compensation, number of work-months and the staff to be assigned to the work, and work plan; d) discussion on the grant, facilities, and data, if any, to be provided by IOM; e) discussion of financial proposal submitted by the grant applicant; and f) provisions of the Contract.

IOM shall prepare minutes of the negotiation which will be signed both by IOM and the applicant and be an integral part of the Contract.

To complete negotiations, IOM and the applicant shall sign the agreed Contract. If negotiations fail, IOM shall invite the second ranked applicant to negotiate a contract. If negotiations still fail, IOM shall repeat the process for the next-in-rank applicant until the negotiation is successfully completed.

**DEADLINE FOR SUBMISSION – 16 August 2022**

**Proposals submitted after the deadline shall not be accepted.**

The NGO may request for clarification(s) on any part of the application procedure. The request must be sent to email to IOMBurundiTenders@iom.int least 3 (three) working days before the set deadline for the submission and receipt of Proposals.

**The selection process of the project Implementing Partner will be carried out during the period defined after confirmation of funding** and may include a personal meeting with the staff of the organization in the IOM mission.

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. The applicant should also submit a detailed budget together with a Concept Note. The proposed Concept Note and budget shall be valid for 60 calendar days. During this period, the applicant is expected to keep available the professional staff for the assignment.

All applicants will receive written notification, within the three 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.

For more information, please contact in writing the IOM project managers…

10. Cost of the Preparation of Proposals

10.1 Proponents shall bear all costs associated with the preparation and submission of their proposals. IOM shall not bear any responsibility and shall not be held liability for any cost the Proponents may incur while preparing their proposals, regardless of the final outcome of the bidding process.

11. Official Language of the Call for Proposal Process

11.1 French and English shall be the official languages for this Request for Proposal process. All Requests for Proposal documents, proposals and correspondence shall be in French and/or English.

11.2 The agreement that will be signed between the Implementing Partner and IOM as a result of this Request for Proposal shall be in French and/or French. All Implementing Partner reports shall be in English and/or French.

12. Technical and Financial Proposal Presentation and Official Currency

10.1 Proponents must submit both technical proposal and the corresponding financial proposals. Proponents shall use the official technical proposal template (Annex A) when preparing their technical proposal and the official budget proposal template (Annex B) when preparing the corresponding budget proposal. The technical proposal should not include financial information. Proposals must be signed and stamped.