

IOM MISSION – YEMEN

CALL FOR EXPRESSION OF INTEREST – PRE-QUALIFICATION PROCESS

IPPQ-YE-2024-001

Posted (date)	05 December 2024
Application Deadline	26 December 2024
Qualification Validity Start Date	01 January 2025
Qualification Validity End Date	31 December 2025 with the possibility of an extension.

A. Background

Yemen continues to face the world’s worst humanitarian crisis. Humanitarian needs continued to grow in 2024, driven by escalating conflict, disease, a declining economy, and the breakdown of public institutions and services. The situation is predicted to worsen, and it is projected that the population will experience alarming levels of acute malnutrition and food insecurity.

At the same time, Yemen continues to be a major transit point on the irregular migration route from the Horn of Africa to the Gulf. IOM estimates that more than 97,000 migrants arrived in Yemen in 2023 – an increase of more than 20,000 compared to total arrivals in 2022 (more than 73,000 arrivals). While migrants already face severe protection risks as they transit through the conflict-affected country, increased barriers to movement brought on by the current situation and the reinforcement of anti-migrant policies have left thousands of migrants stranded across Yemen with limited options for safe movement or access to basic services.

Despite the rising needs, the humanitarian response in the country faces operational and access restrictions, where aid activities and efforts to bring in aid supplies are blocked in some locations. The humanitarian community has been working together to improve the situation.

In this context, IOM seeks to enhance its operational performance through improved coordination with partners who have a competitive advantage for the implementation of activities in specific locations or on different programmatic areas. This commitment is aligned with the Grand Bargain and the Sustainable Development Goals that foster the implementation of more funding through local partners to enhance the sustainability of results and enable progress toward reducing the dependence on international assistance, while also providing better services and assistance to beneficiaries and building local capacities.

B. Scope

The purpose of this Call for Expression of Interest (CEI) is to prequalify potential implementing partners capable of implementing inclusive programming managed by IOM. The CEI is directed at non-for-profit national and international organizations that are interested in working with IOM in

Yemen to deliver frontline multi-sectoral humanitarian assistance, tackle the pre-existing drivers of fragility, and enhance the resilience of individuals and communities.

The prequalification process intends to promote swifter engagement of implementing partners for the implementation of activities under IOM programming. Eligible partners must have the capacity to implement programming that contributes to the achievement of IOM's three strategic priorities in Yemen:

- Meet the lifesaving needs of individuals and communities through the provision of front-line multisectoral assistance.
- Enhance the resilience of individuals and communities through the restoration of basic services and infrastructure, improved access to income-generation, socioeconomic integration and capacity building opportunities at the community level.
- Promote community stability by addressing the drivers of conflict at the local level.

Following its global model, IOM has a strong field presence in Yemen and implements activities directly wherever possible and effective. The engagement of implementing partners is preferred whenever the partner presents a competitive advantage that would increase the efficiency and impact of programming. In this context, this CEI seeks to prequalify partners that have a comparative advantage due to their geographical or programmatic scope.

- Geographical Scope: Organizations from all Yemen may apply for prequalification for working with IOM¹.
- Programmatic Scope: IOM seeks to prequalify implementing partners that have the capacity to implement activities across IOM's programmatic portfolio, including Camp Coordination Camp Management (CCCM), Protection and Migrant Assistance, Health, Water, Sanitation and Hygiene (WASH), Shelter and Non-Food Items (S-NFI), Cash-Based Interventions (CBI), and Transition and Recovery. The detail of specific priorities under each program can be found in IOM's Yemen 2024 Crisis Response Plan and the Humanitarian Response Plan for Yemen in 2024, also please refer to the attached Program ToRs annex for further information on our program's activities.

C. Prequalification Conditions

Even when pre-qualification cannot, in any way, have an influence in the technical assessment needed to select between potential partners during the assignment of projects, it ensures swifter collaboration between implementing partners and IOM, which in turn can promote better project results. In other words, timeliness achieved through prequalification matched with good performance can become a comparative advantage in the medium to long term. In this context, prequalification is strongly encouraged among potential implementing partners.

Despite so, the following conditions apply for any IOM prequalification process:

¹ These priorities may change according to needs, for which IOM encourages organizations from all locations to apply for prequalification.

- Pre-qualification does not ensure the assignment of projects during the pre-qualification validity period.
- Pre-qualification does not exempt implementing partners from submitting necessary documentation for the approval of projects during the prequalification validity period.
- Even after prequalification, additional documentation may be requested from implementing partners for the approval of projects during the prequalification validity period.

D. Pre-Qualification Validity

Once approved, qualification is valid for 24 months, starting from the date stated in the approval letter². After the 12 months are over, IOM may conduct a refresher assessment to approve the renewal of the implementing partner for an additional period of 12 months and then another 12 months – if needed. This process will be dependent on the performance of each prequalified implementing partner during the 12-month initial validity period, as well as IOM’s assessment of the implementing partner’s current capacities.

No implementing partner may be prequalified for more than 36 months without a new full pre-qualification process taking place at the end of the approved pre-qualification period which includes any renewal process that might occur. In addition, when deemed appropriate due to significant changes in the nature of implementing partners (considered sufficient to affect the initial conditions of pre-qualification), misbehavior, or any other malicious acts, IOM may terminate the validity of prequalification of implementing partners.

E. Application Process

To apply, organizations must submit the following complete documents to IOM (iomyemengrants@iom.int) by 26December 2024, please keep the subject of the email as: Application for the Call for Expression of Interest – Pre-qualification Process - IPPQ-YE-2024-001

if any of the documents mentioned in section F are unavailable, this should be stated in document 2 Application checklist.

After the submission of documents, IOM will assign the IP with a specific date to perform a visit to their offices. This visit will serve IOM to validate the results of the assessment carried out through the submitted documents. If all documents are completed before the deadline, a date for the visit can be arrange prior to this date.

After the receipt of applications on 26 December 2024, IOM may reach out to applicants requesting additional and missing information when needed. This will only be the case when missing information is reduced to a minimum. Applications considered as very incomplete (at least 50% of the documentation missing) will not be revised. When requests are made, IOM expects applicants to submit the requested information within 5 business days from the day the request was sent by IOM.

² Tentative for 1 January 2025.

When deemed necessary, IOM may request applicants to participate in trainings to become eligible (see section G. Capacity Building).

Applicants who have worked with IOM will be contacted to review already submitted documentation from previous projects.

F. Selection Criteria

Applications will be assessed based on the following selection criteria:

1. Official letter stating the intent of the organization to participate in the prequalification process dully signed. **(Mandatory)**
2. Application form dully filled **(Mandatory)**
3. Application checklist dully filled **(Mandatory)**
4. Declaration of conformity (signed). **(Mandatory)**
5. IOM data protection notice (signed). **(Mandatory)**
6. IP reference checklist (both excel and signed version). **(Mandatory)**
7. IP General Information Questionnaire (both word and signed version). **(Mandatory)**
8. Signed bank leter (a letter stating the bank account details for the organization). **(Mandatory)**
9. Signed VIS (Vendor information sheet). **(Mandatory)**
10. Program ToR. **(Mandatory)**
11. Signed and stamped letter of the countersignature authorized person including main information (name, title, mobile and contact information). **(Mandatory)**
12. MOSAL/MOPIC permission 2024. **(Mandatory)**
13. Article of association. **(Mandatory)**
14. Organization profile and any other strategic documents (strategy, strategic plan, workplan, and others) **(Based on scoring)**
15. Organizational organigram **(Based on scoring)**
16. List of trustee board and management team members. **(Mandatory)**
17. Financial policy. **(Based on scoring)**
18. Human resources policy **(Based on scoring)**
19. Procurement policy **(Based on scoring)**
20. Accounting policy or systems **(Based on scoring)**
21. Cost sharing policy **(Based on scoring)**
22. Code of conduct **(Mandatory)**
23. Prevention of sexual exploitation and abuse policy **(Mandatory)**
24. Security and safety policy/plans **(Based on scoring)**
25. Information on existing Complaint and Feedback Mechanisms **(Based on scoring)**
26. Copy of external audit report/s for the past 3 years if available **(Based on scoring)**
27. Copy of Annual budget for the past 3 years. **(Mandatory)**
28. Copy of Annual reports for the past 3 years if available **(Mandatory)**
29. Two reference letters from other partners or donors. **(Mandatory)**
30. CVs of key strategic staff in the organization and list of all staff per gender and age. **(Based on scoring)**
31. Two project proposals, reports (both financial and narrative) samples of projects implemented since 2021, including with IOM. **(Based on scoring)**

32. Evidence of having successfully projects related to the sector that you're applying for. **(Mandatory)**
33. One needs assessment sample implemented in the past two years, including the tools used and final report. **(Based on scoring)**
34. Assessment reports from any other UN Agencies **(Based on scoring)**
35. Monitoring, Evaluation, Accountability and Learning (MEAL) policy, plan or mechanisms. **(Based on scoring)**
36. Accountability to Affected Persons (AAP) policy, plan or mechanisms. **(Based on scoring)**
37. Any other documents or other policies reflecting the experience and performance for the IP. **(Based on scoring)**

Please note that any requested document labeled with (mandatory) is critical, and if it's not available, your application will not be considered. Documents labeled with (based on scoring) mean the document availability and quality are eligible for scoring.

G. Capacity-Building

Based on the results of the prequalification process, in areas identified as priority, IOM will develop and implement a capacity building program for potential implementing partners. Certain implementing partners may be selected conditionally to their participation in specific trainings including within this process. The capacity building program will be shared and discussed with partners two weeks after the final decisions are provided. IOM, to the extent possible, will accommodate schedules to promote wide participation across the program, even for partners which are not requested to participate but could benefit from the sessions and wish to participate.

H. Attachments

1. Application Form
2. Application Checklist
3. Declaration of conformity.
4. IOM data protection notice.
5. IP reference checklist.
6. IP General Information Questionnaire.
7. Signed VIS (Vendor information sheet).
8. Program ToRs.

I. Further information on this pre-qualification process

All applicants will receive written notification once IOM finalizes the prequalification process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the prequalification process undertaken.

IOM will hold a webinar to give a brief about the prequalification process on 16 December 2024, please use the following link to register:

<https://events.teams.microsoft.com/event/6df0a1ca-b647-4ab4-ae65-0658d2dc0ffc@1588262d-23fb-43b4-bd6e-bce49c8e6186>



IOM reserves the right to decline disclosure of the specificity of decisions 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 the IOM Grants Compliance Unit by sending email to iomyemengrants@iom.int.

The applicants 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.

IOM at no occasion will ask an application fee from Implementing Partners.

Partners can use IOM's We Are All In platform for reporting fraud, corruption or misconduct.

All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.

IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.

The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.

By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).

IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.