

IOM MISSION – CZECHIA

CALL FOR EXPRESSION OF INTEREST (CEI)

1 **Timeline**

CEI Reference number	CEI_2024_007
Posted (date)	December 19, 2024
Clarification Request Deadline	December 23, 2024
Application Deadline	January 10, 2025
Notification of Results	January 15, 2025
Implementation Start Date	January 20, 2025
Implementation End Date	Flexible, no later than May 31, 2025

2 **Locations**

Czech Republic. Applicants are encouraged to define their own regional or local focus, based on the priorities and needs of their proposed project. The geographic scope can range from covering the entire country to targeting a specific municipality. The selection and evaluation process will not consider the geographic coverage as a criterion for assessment, allowing flexibility in the project's focus area.

3 **Sector(s) and area(s) of specialization**

- **Ethical Employment Practices**
- **Fair Recruitment Processes**
- **Migrants' Rights and Inclusion**
- **Inclusive Labor Market Development**
- **Capacity development for inclusion**

The project may address one or more of these identified areas.

4 **Issuing Agency**

International Organization for Migration (IOM), Czechia.

5 **Project Background**

The selected projects will form part of the International Organization for Migration's (IOM) response to the regional crisis in Ukraine and neighboring countries, financially supported by the Government of the United States. The IOM's intervention focuses on socioeconomic recovery and inclusion, addressing the critical needs of those affected by the crisis.

The project will support the government's priority of ensuring decent employment opportunities, fair and ethical recruitment processes and protection of vulnerable groups from labor exploitation.

Project support is not guaranteed, and the awarding of Implementing Partner/Implementing Partners and signature of Project Implementation Agreements are subject to fund availability.

6 **Expected Results**

The projects should aim to contribute the following results:

- ✓ Foster ethical employment practices and decent working environment;
- ✓ Enhance fair recruitment processes among the employers;
- ✓ Promote and protect the rights of migrants, thereby contributing to a more inclusive and fair labour market.

Expected activities

- Conduct trainings for representatives of employers on ethical employment and other topics relevant to the above defined result (required).
 - approx. 150-500 unique representatives of employers.
- Promote awareness and dissemination of materials (own materials and IOM materials) of ethical recruitment among employers through their information channels and partnerships. (required).
- **Additional activities contributing to the above results can be defined.**

In this context, IOM seeks implementing partner/implementing partners to promote awareness among employers about ethical recruitment, conduct trainings, and disseminate information to advance fair practices and protect migrants' rights.

7 **Indicative Budget**

Selected candidates will indicate the expected project budget in USD in the Concept Note which creates an annex to the application. The budget per partner/project is envisaged in the range of 20.000 – 50.000 USD. Selected candidates will be invited to submit a detailed budget at a later stage of the selection process.

Co-financing is not required for this call.

8 **Other Information**

- IOM Czechia anticipates supporting a minimum of 1 project as part of this initiative. Each applicant may submit only one Expression of Interest and provide only one Concept Note.
- Selected applicants will undergo a Due Diligence Assessment prior to the signing of the agreement (unless they have a valid assessment from the past two years). The agreement can only be signed with applicants who successfully pass this assessment.
- Implementing partners are required to conduct continuous monitoring of milestone delivery. The project may also be subject to monitoring and evaluation by IOM or the donor, and the partner must provide full cooperation.
- Implementing partners may be asked to participate in mandatory staff training, such as in Protection from Sexual Exploitation and Abuse (PSEA) and Accountability to Affected Populations (AAP), data safety, training on labor law aspects regarding the employment of foreigners and their rights, etc.
- The partner will be responsible for submitting a mid-term and final report in a form defined by IOM. In addition, progress on the project's key indicators must be reported quarterly.
- Beneficiary data must be tracked in the agreed-upon disaggregation, at a minimum according to the type of support provided and gender.
- Throughout the implementation process, the implementing partner is obligated to ensure the visibility of

IOM and the donor. While no specific visibility outputs are prescribed, clear guidelines are in place for the use of logos and disclaimers.

- The Express of Interest shall be submitted in PDF and MS Word format.
- Full rights and obligations of IOM’s implementing partners are defined in the Project Implementation Agreement, a template of which is attached as an annex to this Call.

9 **Selection Criteria**

I. Preliminary evaluation

The requirements below will be taken into consideration for each applicant with pass or fail criteria before undertaking the evaluation of the technical proposal. The Applicant must attain the rating of “pass” in both requirements to proceed with the technical evaluation.

Requirement	Rating
Full Submission Package	Pass/Fail
Due Diligence Assessment	Pass/Fail

II. Technical Evaluation

Criteria	Rating
Section 1. Relevance	
Alignment with project objectives: Does the project directly address the ethical employment, fair recruitment and protection of rights of migrants and meet the key objectives of the Call?	20
Target group focus: Does the project appropriately target the intended beneficiaries and introduce a clear strategy of how to approach and select the final beneficiaries?	10
Consistency with other initiatives: Is the project complementary to or aligned with other local or regional efforts addressing similar issues?	10
Local presence and knowledge: Does the organization have a strong understanding of the local context and established partnerships within the region/municipality? Does the organization demonstrate sufficient experience and proven success in implementing similar projects within the relevant sector.	10
Section 2. Quality of Proposal and Proposed Methodology	
Achievement of expected results: How likely is the project to achieve its stated goals and objectives? Does the project offer a clear and realistic budget that provides good value for money?	15
Gender and Inclusion: How well does the project promote the inclusion of refugees, people with disabilities, and other marginalized groups?	5
Section 3. Sustainability	
Post-project continuity: Does the project have a clear plan for sustainability beyond the funding period?	15
Capacity of the organization: Does the implementing partner have the capacity and partnerships to maintain the project’s outcomes?	15

10. **Attachments**

Description
ANNEX A - Implementing Partners General Information Questionnaire (to be filled in and signed)
ANNEX B - Declaration of Conformity for Partners (to be filled in and signed)
ANNEX C - Concept Note Template (to be filled in and signed)
ANNEX D – Narrative Reporting Template (informative)
ANNEX E – Financial Reporting Template (informative)
ANNEX F – Project Implementation Agreement Template (informative)

- 11 . **For more information on this partnership opportunity, please visit website [\(Procurement | IOM Czechia\)](#) or please contact in writing Lucie Nečasová (lnecasova@iom.int).**

The organizations responding to this call need to demonstrate their capacity to implement one or more of the suggested activities.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal upon receiving the notification from IOM.

All applicants will receive written notification of the result 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 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.

12. **Expression of Interest submission guidelines**

This part contains instructions on the preparation and submission of the Application including.

- 1. The Application must be submitted through mail to: SMCZEProcurement@iom.int no later than January 10, 2025 at 23:59.** Please ensure the subject line of your email is formatted as: **CEI_2024_007 - [Organization Name]**. Late Application will no longer be considered. The Application package consists of a populated and signed ANNEX A – Implementing Partners General Information Questionnaire, ANNEX B – Declaration of Conformity for Partners and ANNEX C – Concept Note Template.
- ANNEX D, E – Reporting Templates: Attached for information so that the applicant is familiar with the IOM requirements for the scope of reports.

ANNEX F – Project Implementation Agreement Template: Attached for information so that the applicant is familiarized with the rights and obligations. The contract is prepared and signed at a later stage of the process. The applicant does not fill it in or send it back with the Express of Interest.
- The Application must be submitted **in the English** and in the format prescribed by IOM within the CEI. 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 CEI requirements may be rejected.
- The Application document should comprise of the following:
 - Duly accomplished application documentation as outlined within the CEI in pdf, signed on the last page by the prospective Implementing Partner’s Authorized Representative; and
 - Any other relevant documents.

5. Applications shall not be modified or withdrawn.
6. The Implementing partner 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.
7. IOM on no occasion will ask an application fee from Implementing Partners.
8. Partners can use [IOM's We Are All In platform \(https://weareallin.iom.int/\)](https://weareallin.iom.int/) for reporting fraud, corruption, or misconduct.
9. 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.
10. 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.
11. 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.
12. 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).
13. 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.