

## IOM MISSION – CZECHIA

# CALL FOR EXPRESSION OF INTEREST (CEI)

### 1. **Timeline**

<b>CEI Reference number</b>	CEI_2024_008
<b>Posted (date)</b>	December 5, 2024
<b>Clarification Request Deadline</b>	December 20, 2024
<b>Application Deadline</b>	January 8, 2025
<b>Notification of Results</b>	January 15, 2025
<b>Implementation Start Date</b>	February 1, 2025
<b>Implementation End Date</b>	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.

### 3. **Target group of the CEI (applicants)**

The implementing partners will organize and implement volunteer activities focused on integration and adaptation of refugees from Ukraine (temporary protection holders) into the Czech society with special focus to vulnerable groups such as single parents with children, young refugees, senior population etc. Through volunteer activities, the project shall foster a welcoming and inclusive environment for refugees from Ukraine and shall facilitate their integration into the host community and promote their social, cultural, and economic adaptation. The project aims to empower both refugees and volunteers, building mutual understanding, resilience, and a sense of belonging.

### 4. **Eligibility of applicants**

The implementing partner should be a representative of a regional or local volunteer center, a civic society or other non-governmental organization which had previous experience in implementing volunteer programs, have a strong understanding of the local context and established partnerships within the national, region or municipality level.

### 5. **Sector(s) and area(s) of specialization**

- Deepening cooperation with other volunteer centers working with refugees from Ukraine specialized on providing support to vulnerable groups as single parents with children, young refugees, senior population, etc.
- Information and awareness-raising activities on social mixing as a useful tool to support integration among diverse age and gender groups. Facilitation of trainings, dissemination of materials on social mixing among volunteers and relevant stakeholders.
- The Involvement of Czech and Ukrainian volunteers in the educational activities as mentoring, tutoring and peer to peer support to ensure successful integration and adaptation in the Czech school system for the young refugees from Ukraine.
- Support and promotion of volunteerism among refugees from Ukraine, strengthening the staff capacities of volunteer centers working with refugees from Ukraine and other foreigners.
- Group and individual career counselling for the Czech labor market. Trends and possibilities for

- professional development.
- Support of non-formal groups of diverse genders or ages, where volunteers are providing social activation services based on social mixing principles (for example youth volunteers providing activities for senior beneficiaries).
- Creation of mental health and psycho-social support opportunities for refugees from Ukraine.

**The project may address one or more of these identified needs.**

#### **6. Issuing Agency**

International Organization for Migration (IOM), Czechia.

#### **7. Project Background**

The selected projects will form a 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.

IOM Czechia anticipates that the implementing partners will strengthen the capacity of the volunteer centres/NGOs in support of successful integration and adaptation of refugees from Ukraine, with main focus on vulnerable groups as single parents with children, youth and seniors.

#### **Expected Results**

IOM is looking for **minimum five Implementing Partners** who will reach **at least three of the results** described below.

- **Increased support of social mixing and social inclusion** through activities focusing on vulnerable groups such as single parents, youth, and seniors including Czech language courses.
- **Improved integration of young Ukrainian refugees** into the Czech school system through mentoring, tutoring, and peer-to-peer support involving Czech and Ukrainian volunteers.
- **Improved activation and participation of seniors** as well as their socialization and mutual understanding with other generations, especially youth.
- **Strengthened partnerships** among volunteer centers working with Ukrainian refugees.
- **Enhanced understanding and implementation of social mixing practices** through trainings and dissemination of information materials.
- **Increased participation of Ukrainian refugees in volunteer activities**, fostering community involvement and empowerment.
- **Increased support of non-formal groups** of diverse gender and age involved volunteers in their daily activities on the principles of social mixing.
- **Improved access to mental health and psycho-social support** for refugees from Ukraine.

#### **8. Indicative Budget**

Selected candidates will indicate the expected project budget in USD in the Concept Note (Annex C - Concept Note Template) which creates an annex to the application as well as in the indicative budget (Annex C - IP Budget Template). **The maximum budget per partner/project is USD 10 000.**

The financing schedule will be based on the following:

a) The first instalment in the amount of a maximum of 70 per cent of the total budget shall become due after signing the Project Implementation Agreement with IOM Czechia.

b) The second instalment in the amount of a maximum of 30 per cent of the total budget shall become due after IOM Czechia verifies the final Narrative Report and Financial Report as attached to the CEI as Annex E, Annex F as informative templates.

The selected partners will likely experience exchange rate differences in accounting.

Co-financing is not required for this call.

**9. Other Information**

- 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, etc.
- The partner will be responsible for submitting a mid-term and final report in a form defined by IOM (templates of narrative and financial reports are attached in Annex E, F for information). 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 obliged 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 format, signed by an authorized signatory.
- Full rights and obligations of IOM's implementing partners are defined in the Project Implementation Agreement, a template of which is attached as Annex G to this Call.

**10. 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
<b>Section 1. Relevance</b>	
<b>Previous experience:</b> Does the implementing partner organization have previous experience in engagement of volunteers in capacity building, information provision and/or social mixing activities with vulnerable groups as single parents with children, youth or senior refugees from Ukraine?	<b>15</b>
<b>Alignment with project objectives:</b> Does the project directly address the needs of youth, seniors or single parents holding temporary protection status from Ukraine in Czechia and meet the key objectives of the Call?	<b>15</b>
<b>Target group focus:</b> Does the project appropriately target the intended beneficiaries and introduce a clear strategy of how to approach and select the final beneficiaries? How many beneficiaries will be affected by the implemented project?	<b>15</b>
<b>Impact:</b> Can high positive effects be realistically expected as the project result(s)?	<b>15</b>

<b>Geographic coverage:</b> The selection and evaluation process will consider covering all country regions as a criterion for assessment.	5
<b>Local presence and knowledge:</b> 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?	5
<b>Section 2. Quality of Proposal and Proposed Methodology</b>	
<b>Achievement of expected results:</b> 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
<b>Gender and Inclusion:</b> How well does the project promote the inclusion of refugees, people with disabilities, and other marginalized groups?	10
<b>Section 3. Sustainability</b>	
<b>Post-project continuity:</b> Does the project have a clear plan for sustainability beyond the funding period? Does the implementing partner have the capacity and partnerships to maintain the project's outcomes?	5

## 11. 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 - IP Budget Template (to be filled in and signed)
ANNEX E – Narrative Reporting Template (informative)
ANNEX F – Financial Reporting Template (informative)
ANNEX G – Project Implementation Agreement Template (informative)

**For more information on this partnership opportunity, please visit the website ([Procurement | IOM Czechia](#)) or please contact in writing Marcela LUBWIKA ([mlubwika@iom.int](mailto:mlubwika@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. The selected Implementing partner needs to be ready to develop a detailed budget based on the 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.

- The Application must be submitted by mail to: [mlubwika@iom.int](mailto:mlubwika@iom.int) no later than January 8, 2025, at 23:59.** Late Application will no longer be considered.

2. The Application package consists of a populated and signed ANNEX A – Implementing Partners General Information Questionnaire, ANNEX B – Declaration of Conformity for Partners, ANNEX C – Concept Note Template and ANNEX D – IP Budget Template (provision of indicative budget).  
The applicants who have a valid Due Diligence Assessment as a signed Project Implementation Agreement with IOM Czechia for the last 2 years need to attach in the mail justification that the Due Diligence Assessment has been conducted previously.
3. ANNEX E and ANNEX F – Attached for information so that the applicant is familiar with the IOM requirements for the scope of reports.  
ANNEX G – 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.
4. The Application must be submitted **in 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 these CEI requirements may be rejected.
5. The Application document should comprise of the following:
  - i. 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
  - ii. Any other relevant documents.
6. Applications shall not be modified or withdrawn.
7. 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.
8. IOM on no occasion will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform \(https://weareallin.iom.int/\)](https://weareallin.iom.int/) for reporting fraud, corruption, or misconduct.
10. 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.
11. 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.
12. 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.
13. 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).
14. 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.