

REQUEST FOR PROPOSALS
(*PROCUREMENT OF SERVICES*)
For Simple Assignments

SERVICES FOR

As per attached TOR

Prepared by



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrants
OIM Organización Internacional para las Migraciones

[IOM, Nepal]

[Aug 01, 2022]

REQUEST FOR PROPOSALS

Mission: *[IOM, Nepal]*

Project Name: *[Global Programme on Making Migration Work for Sustainable Development]*

Title of Services: *[Diaspora Mapping]*

Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider for the *[Diaspora Mapping]* for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: *[Diaspora Mapping]*. More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference

The Proposals must be delivered by hand or through mail to IOM with office address at *[Kathmanduprocurement@iom.int]* on or before *[Aug 15, 2022]*. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms

[Madhu Sharma]
[Procurement and Logistic Unit]

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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Section I - Instructions to Service Providers/ Consulting Firms

1. Introduction

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit IOM before submitting a proposal and to attend a pre-proposal conference if is specified in Item 4.3. of this Instruction.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities, and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section V. terms of reference).

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
 - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
 - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a

- contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

3. Conflict of Interest

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

4. Clarifications and Amendments to RFP Documents

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all short-listed Service Providers/ Consulting Firms who have acknowledged the Letter of Invitation.

4.2. Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM at the address indicated in the invitation at least ***[Three (3) calendar days]*** before the set deadline for the submission and receipt of Proposals. IOM will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

5. Preparation of the Proposal

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:
- a) the Technical Proposal, and
 - b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in **[English]**. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in **[As per TOR]**.
- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
- a) If a Service Provider/ Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/ Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of IOM. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.¹
 - b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
 - c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
 - d) Proposed professional staff must, at a minimum, have the experience of at least **[Team Leader minimum 7 years and Team Members minimum 5 years]**, preferably working under conditions similar to those prevailing in the country of the assignment.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (Section III).

¹ This clause shall be included/revised as deemed necessary

- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- b) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *[Team Leader minimum 10 years and Team Members minimum 5 years]*.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).
- g) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.

6.3 The technical proposal shall not include any financial information.

7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section IV).
- 7.2 The Financial proposal shall include all costs associated with the assignment, including (i) remuneration for staff (FPF-4) (ii) reimbursable expenses (FPF-5). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

- 7.3 The Service Provider/ Consulting Firm may be subject to local taxes on amounts payable under the Contract. If such is the case, IOM may either: a) reimburse the Service Provider/ Consulting Firm for any such taxes or b) pay such taxes on behalf of the Consultant.² Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 7.4. Service Providers/ Consulting Firms shall express the price of their services in *[USD]*.
- 7.5 The Financial Proposal shall be valid for *[insert validity date: normally between 60-90 calendar days]*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment³. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

8. Submission, Receipt, and Opening of Proposals

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.
- 8.3 The Service Providers/ Consulting Firms shall submit one original and one copy of the Proposal. Each Technical Proposal and Financial Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 8.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL.” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” Both envelopes shall be placed into an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the project and the name of the Service Provider/ Consulting Firm.
- 8.5 Proposals must be received by IOM at the place, date and time indicated in the invitation to submit proposal or any new place and date established by the IOM.

² *This clause shall be included/revised as deemed necessary*

³ *For this purpose, the Mission may have the option to require short-listed Consultants a bid security.*

Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by IOM shall be declared “Late,” and shall not be accepted by the IOM and returned to the consultant unopened.

- 8.6 After the deadline for the submission of Proposals, all the Technical Proposal shall be opened first by the BEAC. The Financial Proposal shall remain sealed until all submitted Technical Proposals are opened and evaluated. The BEAC has the option to open the proposals publicly or not.

9. Evaluation of Proposals

- 9.1 After the Proposals have been submitted to the BEAC and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any BEAC member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence IOM in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Providers/ Consulting Firms Proposal.

10. Technical Evaluation

- 10.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *twenty-one (21) calendar day* after the deadline for receipt of proposals.
- 10.2 The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system⁴. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.
- 10.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is *[70%]*.
- 10.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

Points

- | | |
|--|-------------|
| (i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment: | [20] |
| (ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference: | |
| a) Technical approach and methodology | [20] |
| b) Work plan | [10] |

⁴ The criteria, sub criteria and point system may vary depending on the requirement of the Mission

- c) Organization and staffing [10]
- Total points for criterion (ii): [50]

(iii) Key professional staff qualifications and competence for the assignment

- a) Team Leader [10]
- b) [Data analyst] [5]
- c) [Researchers/surveyors] [5]
- d) [Database expert/Innovation] [5]
- e) [Technical writer/designer] [5]
- Total points for criterion (iii): [30]

Total points of i, ii, iii : [100]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- 1) General qualifications [20 %]
- 2) Adequacy for the assignment [60%]
- 3) Experience in region and language [20%]
- Total weight: 100%

The minimum technical score S_t required to pass is: 70 Points [70%]

10.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR);

11. Financial Evaluation

11.1 After completion of the Technical Proposal evaluation, IOM shall notify those Service Providers/ Consulting Firms whose proposal did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after the completion of the selection process.

11.2 IOM shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score indicating the date and opening of the Financial Proposal. The BEAC has the option to open the Financial proposals publicly or not.

11.3 The BEAC shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.

11.4 The BEAC will correct any computational errors. In case of a discrepancy

between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- 11.5 The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula :

$$\mathbf{Sf = 100 \times F1 / F}$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,
F1 - is the price of the lowest Financial Proposal, and
F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights⁵ (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

12. Negotiations

- 12.1 The aim of the negotiation is to reach agreement on all points and sign a contract. The expected date and address for contract negotiation is [\[Aug 21, 2022\]](#).
- 12.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by IOM; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. IOM shall prepare minutes of negotiation which will be signed both by IOM and the Service Providers/ Consulting Firms.
- 12.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are

⁵ May vary depending on the requirement of the Mission; normally, weight assigned to Technical is .80 and .20 for the Financial.

exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

- 12.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, IOM expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, IOM shall require assurances that the experts shall be actually available. IOM will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.
- 12.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.
- 12.6 The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, IOM and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the IOM shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

13. Award of Contract

- 13.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.
- 13.2 The *Service Provider/ Consulting Firm is expected to commence the assignment on [4rth Week of Aug, 2022].*

14. Confidentiality

- 14.1.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

Section II – Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *[Chairperson Name and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TPF – 2: Service Providers/ Consulting Firms Organization

[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]

TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment

[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

TPF-6: Time Schedule for Professional Personnel

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1) _____
																Subtotal (2) _____
																Subtotal (3) _____
																Subtotal (4) _____

Full-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location _____

Part-time: _____

Signature of Authorized Representative:

Full Name: _____

Title : _____

TPF-7: Activity (Work) Schedule

A. Field Investigation and Other Activities														
No.	Activity/Work Description	<i>Duration</i>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th h	11th h	12th h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF– 2: Summary of Costs

Costs	Currency	Amount(s)
I – Remuneration Cost (see FPF- 3 for breakdown)		
II - Reimbursable Cost (see FPF – 4 for breakdown)		
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-7.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

FPF-5: Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

Description ¹	Unit	Unit Cost ²
1. Subsistence Allowance		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc		
5. Equipment, instruments, materials, supplies, etc		
6. Office rent, clerical assistance		

¹ Delete items that are not applicable or add other items according to Paragraph 7.2 of Section II-Instruction to Service Providers/ Consulting Firms

² Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory:



Terms of Reference Consulting Firm for Diaspora Mapping

Background and Context

More than 2.1 million Nepali work, study and/or live overseas.¹ In the last several years, the number of Nepali professionals who are educated and trained, and are residing, and working abroad has increased tremendously. This demonstrates Nepalis who have established second homes outside of Nepal, and which has in turn led to the development of a pool of highly educated, skilled, and knowledgeable professionals of Nepali descent in various foreign countries.

As an initiative to unite and bind Nepali diaspora under one umbrella, the Non-Resident Nepali Association (NRNA) was established in 2003. It aims to bring together Nepali diaspora, and their resources and expertise to better assist Nepal's development efforts. Under NRNA, the network of Nepali diaspora has grown into a strong force, representing Nepali interest globally.² In line with this effort, the Government of Nepal passed the Non-Resident Nepali Act (2064 B.S.), which has given Nepali diaspora a legal status.³ In Vision 2020 and Beyond, NRNA calls for inclusivity and unity among the diverse diaspora communities to unleash the full potential of Nepali diaspora.⁴ Similarly, several diaspora groups exist in various countries linked to their place of origin, religion among others.

Further, the Ministry of Foreign Affairs (MoFA) has established the Brain Gain Center (BGC) to harness the knowledge and skills of Nepali diaspora. It is a voluntary database where diaspora can register their name and address and share their skills and expertise. With the five objectives Recognize, Promote, Connect, Mobilize and Reward, the Center also aims at giving recognition to the work by individual diaspora experts and groups, promoting their contribution among government and non-governmental agencies, and fostering respect for diaspora experts among the people back home.⁵

This proposed initiative of mapping of diaspora is complementary to and will support the government and stakeholders to explore efficient and scalable mechanisms within the diaspora to contribute to socio-economic development of the country. This mapping study will be conducted within the framework of the Joint Global Programme "Making Migration Work for Sustainable Development" implemented jointly by IOM and UNDP and financially supported by SDC in eleven countries across the globe which seeks to strengthen the benefits of migration for host and destination countries and to improve socio-economic wellbeing of all community members, including diaspora members, migrants and their families. The mapping exercise will be conducted on the basis of the the IOM Diaspora Mapping Toolkit developed by

¹ Census 2021.

² <https://www.nrna.org/NRNA-Association-Who-we-are>.

³ <http://www.lawcommission.gov.np/en/archives/category/documents/prevailing-law/statutes-acts/non-resident-nepali-act-2064>.

⁴ *NRNA vision 2020 and beyond*. Kathmandu: NRNA <https://www.nrna.org>.

⁵ <https://mofa.gov.np/bgc/>.



the International Organization for Migration and the University of Maastricht, which will be adapted to the country context of Nepal and specific objectives of the study.

Objective

The main aim of this study is to map and survey the Nepali diaspora's networks, interests, expertise, expectations, and their willingness to contribute and engage in the development initiatives. Specific goals of the study include:

- Collecting and consolidating demographical, educational data on diaspora members as well as information on knowledge, skills and expertise gained by diaspora communities abroad to expand the existing database of the Brain Gain Center;
- Identifying specific opportunities for diaspora communities to contribute to the initiatives in different capacities and modalities such as university resource person, support in development planning process among others;
- Formulating specific proposals (a Roadmap) on diaspora engagement which would inform the work of the consultative forum with the diaspora including MoFA, and relevant stakeholders which will be formed to jointly identify collaboration opportunities to support the development initiatives, migrant workers in their protection concerns and economic reintegration model for the returnee migrants and to institutionalize the forum.

All proposals or action plans resulting from this study will adopt gender sensitive and human rights approach and take into account the exacerbated vulnerabilities and the loss of livelihoods in the context of the global pandemic.

Scope of Work

The study is expected to provide first-hand information on diaspora including their ancestral origin. The list of specific countries of destination and the sampling of the study will be identified during the inception phase of the research, in coordination with NRNA and MoFA. The initial proposal for the scope of study is to focus on at least 16 countries from Africa, Americas, Asia-Pacific, Europe, Middle East and Oceania and Australia where NRNA has its regional offices.

Inception Phase

In coordination with IOM, BGC and NRNA, the selected consulting firm will conduct a desk review of existing information available on the databases of the NRNA, diaspora, Nepali embassy, and review relevant reports, existing literature and government information, including national and provincial periodic plans, and develop an initial framework and methodological approach of the mapping exercise which outlines the proposed workplan, questionnaire, sampling, data collection methodology for both qualitative and quantitative data. The inception report will work as a baseline to identify the countries for detail mapping in coordination with MoFA and NRNA regional offices in Africa, Americas, Asia-Pacific, Europe, Middle East, Oceania, and Australia.

Diaspora Mapping Phase

In close coordination with the BGC, NRNA and utilizing the databases available with NRNA, government agencies and embassies, the consulting firm will identify the diaspora whose ancestral homes are located in various provinces of Nepal. The relevant data and information will be collected through approved research methodology and questionnaire. The collected data will be analysed, and the data will be linked with the existing Brain Gain Center database. The information and report including the database will be the resources for Brain Gain Center.

To be more specific, the following activities will be conducted by the consulting firm for the diaspora mapping:

- With the support of NRNA and MoFA, the consulting firm will collect and compile the demographic disaggregated data including the expertise, interest and expectation of the diaspora. During the mapping stage, the suitability of the potential target group will be assessed in line with the required knowledge and proficiency and their investment interest in Nepal.
- Conduct consultations and discussions with selected diaspora and/or groups to identify specific opportunities for their engagement
- Create a database of diaspora members which will include information on skills and expertise and will be integrated into BGC online database. A robust database should be created, and the information should be analysed on how best they might be reached for development through knowledge transfer initiatives, interviews with key stakeholders, experts and diaspora members supplemented with the quantitative analysis. The report should analyse the diaspora-led investment and development initiatives.
- Map the Diaspora community including second generation diaspora who are willing to contribute to sustainable development of Nepal through transferring their skills, knowledge and investments and their skills sets categories by country of residents.
- Map challenges and opportunities to mainstream Diaspora initiatives into Nepal's existing development plan and programmes.

Analysis Phase

Information collected during diaspora mapping phase will be analysed, discussed with the NRNA and MoFA representatives and final report will be prepared which would include the following information:

- Key challenges and opportunities for engaging diaspora into socio economic development initiatives, plans and programmes of Nepal- at both national and local levels;
- The list of specific proposals for the formats and types of diaspora engagement actions which could be undertaken by national and provincial authorities for piloting;
- A detailed roadmap for engaging diaspora communities in Nepal's development efforts, with identification of the main stakeholders involved, their specific roles and timelines for implementation

Methodology



The consulting firm will review the methodology in line with IOM's Diaspora Mapping Toolkit and propose the final methods and data collection tools as a part of the inception report inclusive of primary data collection through surveys, secondary data collection, focused group discussion (FGDs) and key informants' interviews (FIIs) with stakeholders, diaspora members, NRNA international and national coordination committee and experts.

By and large, various innovative techniques will be appropriate to gather evidence-based primary information. The secondary sources, such as government and its authorized agencies' databases, and the NRNA database will equally be instrumental when tracking and identifying details of the diaspora. A virtual consultation and group discussion will also be undertaken. The consulting firm will submit the final full report in English. The structure and content of the report must meet the requirements of the BGC and IOM. The final methodological approach, including the interview questionnaire and schedule, and other relevant instruments will be clearly outlined in the inception report and fully discussed and agreed with BGC and IOM.

Expected Deliverables

By the end of the study period, the consulting firm/institute is subject to deliver the following deliverables:

1. Inception report which outlines the proposed approach and methodology for the study
2. Final report of the diaspora mapping in line with IOM's Diaspora Mapping Toolkit developed with Maastricht university.
3. Database of diaspora individual members aligned and fully compatible with the database of the Brain Gain Center, MoFA.
4. Specific proposals for the forms and types of diaspora engagement activities, based on the identification of the diaspora group expectation, interest and willingness to support in the national development initiatives.
5. Roadmap on diaspora engagement

IOM will conduct the capacity building sessions for NRNA highlighting migration governance, development, and various tools, and interlinking it with how identified diaspora communities can support in the development of Nepal and ways in which the Government of Nepal can further empower their diaspora in this key role as contributors to development. Furthermore, the identified diaspora community will be engaged in a consultative forum at the local level. IOM together with BGC/MoFA, local level municipalities and other relevant stakeholders will jointly identify collaboration opportunities to support the migrants and institutionalize the forum. The outcome of such cooperation will be shared for possible upscaling to the national level.

Timeline

S. N	Expected deliverables	Timeline
1.	Inception report with clear work plan	One month from the contract award date
2.	First Diaspora mapping report and mapping database	Third month
3.	Final report of the diaspora mapping, Final database that are aligned with the BGC database, Roadmap	Fourth month

TEAM COMPOSITION AND REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

The consultant/team lead should ensure the overall quality; diaspora expert; technical writer and graphic designer as required. The consultant/institute should have at least 10 years of similar experience in diaspora engagement, mapping, mobility mapping and similar field; proven expertise working with diaspora and high skills migration, development related to aspects of diaspora, migration and sustainable development, migration law, population movement, mapping of the diaspora, migrants; policy analysis; data analysis; migration governance; development programming; or population movement or any other relevant areas. The team leader should have at least master's degree in diaspora studies, migration studies, public policy, or a relevant field of study with 10 years of experiences in the relevant field.

The team members (as required) should have masters' degree in their relevant field of expertise and 3 years of relevant experience.

ETHICAL CONSIDERATION

The consulting firm/institute should follow the principles outlined in the UNEG - Ethical Guidelines for research and/or study and IOM's Diaspora Mapping Toolkit. Under the ethical consideration, special care will be taken to respect the confidentiality of the information provided and rights to responding or not responding. The information and data assembled in this study process will only be used for the objective of this project and not for other any kind of uses without the express authorization of IOM. The consulting firm/institute will be held to the highest ethical standards and follow IOM's data protection principles.

MODE OF PAYMENT

Payment to the consulting firm will be made on the instalment basis as follows:

20% upon signing of the contract and submission of the inception report.

40% upon submission of the draft Diaspora mapping report including draft database.

40% upon submission of the final report and approval from IOM.

*Tax and/or VAT will apply as per the existing rules and regulations of the Government of Nepal.

HOW TO APPLY (To be modified based on IOM Nepal HR/Procurement Practice)

Interested candidates should submit an Expression of Interest which should include the following:



- A proposal which summarizes a proposed work-plan, proposed methodology and relevant experience (not more than 10 pages in total)
- 3 most relevant previous works (preferably written as main or sole author)
- Updated curriculum vitae
- 3 references
- Proposed consultancy fee (exclusive of costs to organize consultation meeting with advisory committee)