



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: OIM/RBT/RFQ/2022/026

Date: 30 December 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of: [Research Study on the Socio-economic impact of COVID-19 on migrant population in Morocco](#)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date:

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	15 janvier 2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: moroccoprocurement@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: Research Study on the Socio-economic impact of COVID-19 on migrant population in Morocco ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Dollar American
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	French and/or English

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Other .
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: MAHA BARGACH E-mail address: mbargach@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated mbargach@iom.int by 15 January 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Click or tap here to enter text.
Expected date for contract award.	20th of January
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.



Research Study on the Socio-economic Impact of COVID-19 on Migrant Populations and a Mapping of Protection Services in Morocco

Terms of Reference for a Consultant in Morocco

1. Background

The persistent COVID-19 crisis and its consequences have put a strain on migrants who are in transit, stranded or living in Morocco. According to the World Health Organization (WHO), since the beginning of the pandemic and as of 14 January 2022, there has been a total of 1,017,560 confirmed COVID-19 cases and 14,935 deaths. In addition, as of 12 January 2022, a total of 51,321,365 vaccine doses have been administered, accounting for around 2/3 of the total population¹. Migrants in regular situation have been vaccinated to the same extent as Moroccans and migrants in irregular situations became eligible to the COVID-19 vaccine on 15 October 2021 through a circular from the Ministry of Health and Social Protection.

At the early stage of the pandemic, the Government of Morocco took a series of preventive measures to contain the spread of the virus such as border closures, lockdowns, and curfews. The spread of the Delta and then Omicron variants have provoked a surge in the number of COVID-19 cases worldwide, including in Morocco. As a response, the Government closed the borders from December 2021 to beginning of February 2022. In addition, a proof of vaccination against COVID-19 (“Pass Vaccinal”) was made compulsory to enter public spaces.

COVID-19 and the preventive measures put in place have strongly impacted the socio-economic conditions of migrants in Morocco, especially those having temporary or precarious jobs, and those relying on daily wages to subsist. Migrants in vulnerable situations such as irregular migrants, victims of human trafficking, unaccompanied and separated children, victims of sexual and gender-based violence, migrants with disabilities, migrants with acute chronic diseases, and women in vulnerable situations have seen their socio-economic conditions deteriorate rapidly, with important needs in terms of health assistance, emergency shelters, food and non-food items, as evidenced by the increasing demands for support that IOM Morocco receives from migrant communities.

As part of the European Union project “Regional Response to COVID-19 in North African Countries” funded by the European Union Trust Fund² and implemented by IOM Morocco, IOM is looking for a consultant to conduct a research study to assess the socio-economic impact of COVID-19 on migrants and carry out a mapping on protection services and mechanisms for migrants in Morocco.

2. General Guidelines

The objective of the study on the socio-economic impact assessment of COVID-19 on migrants in Morocco is twofold:

- 1) Obtain data on the socio-economic impact of COVID-19 to adapt and enhance IOM's response and programmes.

¹ <https://covid19.who.int/region/emro/country/ma> consulted on 17 January 2022.

² [Regional Response to COVID-19 in NA Brief.docx](#)

- 2) Have a better understanding of the COVID-19 response by the Government of Morocco to capitalize on best practices and elaborate recommendations for future interventions.

The research study will be based on the UN framework for immediate socio-economic response to COVID-19³ and will explore the following pillars on a nationwide scale:

- 1) Access to healthcare services during the crisis including COVID-19 vaccination
- 2) Access to protection services: mapping on protection services and mechanisms, existing gaps, and recommendations for enhancement
- 3) Economic response and recovery support
- 4) Macroeconomic response and multilateral collaboration
- 5) Social cohesion and community resilience
- 6) Mobility

3. Methodology

The research consultant is required to ensure a comprehensive collection and analysis of existing data and reports, as well as conduct original research through focus groups and key informant interviews with migrants, host communities, service providers, and local government officials.

As part of the application, the research consultant is expected to propose a preliminary methodology specifying the methods for data collection, a work plan and the list of persons who will be conducting the surveys in the field for IOM's approval.

Field research will be conducted in collaboration with the IOM Country Office in Morocco. IOM will assist the Research consultant in the production of the assessment by (i) coordinating logistics as may be necessary for some interviews and focus group discussion; (ii) providing background information on IOM interventions and knowledge on migrant communities in the country.

4. Format

The report should be submitted in French. The report should include a methodology section, a key finding section based on a thematic analysis of the findings, and which will make the main part of the report, then a recommendations section. Tables, maps, and graphs should be inserted in the text, and any additional data annexe should be submitted in MS Excel with datasets, tables and graphs. IOM rules should be respected for bibliography and quotations. An executive summary of the report outlining the study's main findings and recommendations will have to be submitted in French and English along with the main report to IOM Morocco.

5. Timeline

The draft report should be submitted to IOM Morocco by the 15th of March 2023. The final report is due by the 24th of March 2023 and should incorporate comments on the draft report received from IOM.

³ [UN-framework-for-the-immediate-socio-economic-response-to-COVID-19.pdf](#)

	Key step	Deadline
1	IOM call for proposals issued for interested consultants to express their interest	6 th of January
2	Submission of proposals (technical + financial) from interested providers	15 th of January
3	Contract's signature by both parties and beginning of the research/mission	20 th of January
4	Presentation of the detailed methodology note	30 th of January
5	Validation of the detailed methodology note by IOM, Ministry of Health and Social Protection and Ministry of Interior	5 th of February
6	Submission of the draft report	15 th of march
7	Submission of the final report and the executive summary	24 th of march

3. Qualifications

- University degree, preferably at masters or doctorate levels in sociology, migration studies, peace and conflict studies, economics, social work or any other relevant social science.
- A minimum of 5 years of previous experience working on migration-related issues, particularly issues of forced displacement.
- Experience in research on migration issues in North Africa and good understanding of issues of displaced populations and host communities in Morocco.
- Experience in quantitative and qualitative research methods.
- Experience in liaising with governmental authorities, NGOs and local service providers as well as beneficiaries including migrants and host communities.
- Practical experience in collection of primary data including conducting and reporting on results of Key Informant Interviews and Focus Group Discussions.
- Ability to write clear and concise reports and consolidate information from a variety of sources.
- Strong analytical skills, organizational abilities, and drive for results.
- Capacity to work effectively and harmoniously with people from varied cultures and professional backgrounds.
- Advanced level of English.
- Working knowledge of French is mandatory and working knowledge of Arabic is preferred.

4. Modalities of submission

- Technical and financial proposal.

- The proposal should include: a summary of your experiences relevant to this work, your understanding of the context, a suggested methodology and a tentative work plan.
- Resumes of the consultant/s clearly demonstrating previous relevant experience.

All applications should be submitted to this email address ioimrecrute@iom.int and indicating the following reference: “**IOM’s Socio-economic Impact of COVID-19 study**” by the 6th of January COB.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>