# **REQUEST FOR QUOTATION**

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| RFQ Reference: OIM/RFQ/2024/012 | Date: 30 May 2024 |
| Subject of RFQ): MIDTERM EXTERNAL EVALUATION FOR THE PROJECT “MAKING MIGRATION WORK FOR ALL: IMPROVED SOCIAL COHESION AND FAIR ACCESS TO SERVICES FOR MIGRANTS IN MOROCCO” |

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

## **RFQ INFORMATION**

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| **Deadline for the submission of quotation** | 16 juin 2024 avant minuitIf 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** | Quotation must be submitted as follows: [ ]  E-tendering[ ]  Email[x]  Courier / Hand delivery[ ]  Other Click or tap here to enter text. |
| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Contractual Terms** | Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at <https://www.iom.int/do-business-us-procurement> or IOM standard contract templates.  |
| **Documents to be submitted** | Bidders shall submit and sign the-bid submission form below. |
| **Quotation validity period** | The quotation shall remain valid for 90 days from the deadline for the submission.  |
| **Price**  | Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW  |
| **Partial quotations** | [x]  Not permitted[ ]  Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids |
| **Clarifications** | Contact person for correspondence, notifications and clarificationsContact person: Maha BargachE-mail address: mbargach@iom.int |
| **Evaluation method** | [x]  The contract will be awarded to the lowest price substantially compliant offer[ ]  Other Click or tap here to enter text. |
| **Right not to accept any quotation** | IOM is not bound to accept any quotations, nor award a contract or purchase order |
| **Expected date for contract/PO award.** | 01 juillet 2024 |

Thank you and we look forward to receiving your quotation.

Issued by: Supply chain unit

Signature:

Name: Maha Bargach

Title: Senior procurement assistant

Date: 30 mai 2024

## **QUOTATION SUBMISSION FORM**

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| --- | --- |
| RFQ Reference: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| RFQ ref no: Click or tap here to enter text.  |

**Commissioned by: IOM Morocco**

**Managed by: *Project manager, M&E Officer***

###### Evaluation context

Morocco’s migration profile is characterized by mixed flows which include migrants and refugees, and serves as an origin, destination and transit country. According to official data, two campaigns (2014 and 2017) led to the regularization of approximately 50,000 migrants[[1]](#footnote-2), many of whom are based in the regions of Casablanca-Settat, Oriental and Tanger-Tétouan-Al Hoceïma (TTA). Moreover, available field research from civil society and academic actors indicates that apart from the abovementioned regularized migrants, migrant populations in an irregular administrative situation continue to arrive, transit and stay in the country, particularly in the mentioned three regions. These populations also find themselves in need of protection and assistance in terms of accessing education, health, housing and socioeconomic integration. They present specific protection needs that Moroccan authorities address through the National Strategy on Immigration and Asylum (Stratégie Nationale de l’Immigration et de l’Asile – SNIA), the adoption of the Global Compact for safe, orderly and regular migration (GCM) and the Global Compact for Refugees (GCR).

To support the efforts of the Government of Morocco, UN agencies have been working together since 2011 in the framework of the UN Migrations Working Groupe (MWG). The MWG, aligned with the United Nations Development Assistance Framework (UNDAF), operates as a platform for dialogue, coordination and exchange among UN agencies. The UN Cooperation Framework (CPA SNIA), chaired by IOM, co-chaired by UNHCR and comprised of 11 UN agencies, represents a UN strategy to support the implementation of the SNIA.

The joint programme consisting of UNHCR, UNICEF, UNFPA with IOM as the lead UN agency, have identified local level as the best place to implement pilot local protection systems. Three regions have been targeted (Casablanca-Settat, Oriental and TTA) because of their high concentration of migrants and refugees and the efforts of national partners over the last years. The joint programme is also aligned with objectives 15 and 16 of the Global compact for safe, orderly and safe migration (GCM goals) and with objectives 1, 3, 4, 5, 8, 10, 16 Sustainable Development Goals (SDGs). The project funded by the Migration Multi-Partner Trust Fund is implemented through an integrated approach that combines multi stakeholder coordination and governance, capacity building, a communication strategy, and living-together initiatives to enhance social cohesion and promoted intercultural dialogue. The joint programme aims to enhance social cohesion by supporting authorities’ efforts to improve access to services for migrants and promote living together values in three targeted regions that are particularly concerned with human mobility. This is achieved through:

1. Facilitating access to basic and integrated services to migrants in vulnerable situations.
2. Building an inclusive and cohesive society that promotes mutual respect between cultures and ensures the inclusion of migrants in host communities.

###### Evaluation purpose and objective

The overall purpose of the mid-term evaluation is to assess at a midpoint of the implementation, whether the project is on track towards the realization of the desired outputs and outcomes. The evaluation’s specific objectives are to:

* Examine the adequacy of the implementation strategies and the accuracy of the initial assumptions.
* Assess the relevance of innovative activities on social cohesion and migrants’ integration.
* Revisit the Theory of Change to confirm whether the causal pathways to the ultimate goal are unfolding as planned.
* Identify unexpected results and factors (negative or positive) that may result from implementation.
* Extract lessons learned and good practices and propose recommendations for adjustment or reprioritization for the remainder of the project duration.

###### Evaluation scope and criteria

The evaluation is expected to cover the first half of the implementation of the project who start on 01.03.2023- and will be closed at 01.08.2025. It is expected to cover the three regions in which the project is being implemented, Casablanca-Settat, TTAH, and the Oriental, as well as other regions where MPTF has been funding activities during the evaluation period (given the long delay between the project submission and its approval, it has been confirmed by institutional partners, the participating UN agencies and the donor, that it was possible to implement activities in other regions than those designated in the project proposal, in order to meet current needs).

The evaluation is expected to assess the project performance against the OECD-DAC evaluation criteria of relevance, effectiveness, efficiency, coherence, and sustainability. The evaluation is also expected to assess the extent to which the project integrated cross-cutting themes of rights-based approaches, protection mainstreaming and gender mainstreaming.

###### Evaluation questions

The below questions are indicative questions to be addressed in the evaluation under each evaluation criterion:

Relevance

* Did the project implementation strategy remain relevant to the needs of its target population and institutional beneficiaries?
* Are the project activities and outputs consistent with the intended outcomes and objectives?
* Is the project aligned with and supportive of national strategies?
* To what extent has the project adapted to contextual challenges and/or changing external conditions?

Effectiveness

* Are the project outputs and outcomes progressing in accordance with the stated plans?
* What factors have contributed to achieved results?
* What hindering factors have affected achievement or outputs and progress towards outcomes? How did the project address these hinderers?
* Were the strategies adopted, tools applied, and inputs identified realistic, appropriate and adequate for achievement of results?
* How effectively were the project results monitored?
* Were critical cause effect relationships missed in the project’s Theory of Change?

Efficiency

* Was the project implemented in the most cost-efficient way compared to alternative means of implementation? Specifically did the actual results (output/outcome) justify the cost incurred?
* How well have resources (funds, expertise, time) been converted into results in the current context of the project without compromising the quality of the resultant outputs and outcomes?
* How successful has the project been in leveraging non-project resources for guaranteeing sustainability of project results, including but not limited to other IOM projects.
* Could cheaper alternative implementation strategies/packages have reached similar results or more?
* How timely were resources made available to implement activities from all parties involved?
* To what extent were activities implemented as scheduled?

Coherence

* Is the project aligned with and supportive of IOM national, regional, and/or global strategies and the Migration Governance Framework?
* Does the project undermine, duplicate or supplement the efforts of any existing programmes or policies by IOM or other actors in the same context?

Sustainability

* Are structures, resources and processes in place to ensure that benefits generated by the project continue once external support ceases?
* Is the project supported by local institutions and well-integrated into local social, cultural and political structures?
* Do the project partners have the financial capacity and are they committed to maintaining the benefits of the project in the long run?
* Are there signs that the project results and activities will be scaled up, replicated or continued by project partners/stakeholders?
* To what extent have target groups and possibly other relevant interest groups/stakeholders been involved in the planning and implementation of the project?
* What can be done differently to improve sustainability of the project?

Cross-cutting issues

* To what extent have cross-cutting issues such as gender mainstreaming, protection mainstreaming, and rights-based approaches been integrated in the project design and implementation?
* Were any barriers to equal gender participation identified in design or implementation phases? If so, did the project take any steps to address these barriers?
* Have communication and visibility actions been implemented in an appropriate manner and based on IOM’s /donors guidelines?

The evaluator/firm may identify additional questions during the process to better respond to the evaluation purpose. The evaluation will also identify the most important results, lessons learned, or best practices to inform the consolidation of the programme and implementation strategies to ensure that set performance targets are met at the end of the implementation.

###### Evaluation methodology

A mixed method approach will be employed in this evaluation, including qualitative and quantitative evaluation techniques. These will be comprised of:

* A desk review of the project proposal, reports, and documentation provided by project teams including activity reports, technical documentation reports, and any other documentation (in each implementing site) that is considered relevant for the evaluation.

The firm will be expected to develop a more detailed evaluation methodology to meet expectations in line with this evaluation's overall purpose.

###### Ethics, norms and standards for evaluation

IOM abides by the [norms and standards](https://www.iom.int/sites/default/files/about-iom/evaluation/UNEG-Norms-Standards-for-Evaluation-2016.pdf) of UNEG and expects all evaluation stakeholders to be familiar with the [ethical conduct guidelines](https://evaluation.iom.int/sites/evaluation/files/documents/2020%20Ethical%20Guidelines%20for%20Evaluation.pdf) of UNEG and the consultant(s) with the [UNEG codes of conduct](https://www.iom.int/sites/default/files/about-iom/evaluation/UNEG-Code-of-Conduct-2008.pdf) as well.

The firm must also follow IOM’s [Data Protection Principles](https://www.iom.int/sites/g/files/tmzbdl486/files/Annex%20F%20-%20IOM%20Data%20Protection%20Principles.pdf), as well as IOM’s own [Evaluation guidelines](https://mandeguidelines.iom.int/en/evaluation).

###### Evaluation deliverables

The outputs of the evaluation will be:

* An **inception report** that clearly outlines the evaluation approach and tools to be used. It must also include an **evaluation matrix** which includes the methodology used, indicators, evaluation questions and detailed work plan.
* A maximum of 40-page long **draft evaluation report** in English and without annexes (including an executive summary and outlining the progress of the project indicators, data sources and findings of the evaluation, good practices, lessons learned, missed opportunities, strengths and weaknesses, gaps and challenges on the design, management and implementation of the project). The draft report will be presented to IOM for comments and inputs, after which the evaluator will finalize the report and submit the final evaluation report to IOM.
* A **final evaluation** report that reflects comments/feedback from IOM. The final report should be structured according to IOM’s evaluation report template (will be provided by IOM) and include the following key sections:
1. Title Page
2. Acronyms
3. Executive summary
4. Context and purpose of evaluation
5. Evaluation findings
6. Conclusions and recommendations
7. Annexes (tools, list of respondents, etc.)
* A **two-page evaluation brief** in English and French.
* A **final presentation** of key findings in **French**.
* A **management response matrix** partially filled out (template will be provided by IOM)

###### Specifications of roles

The project manager is responsible for managing the evaluation process and all the steps that come with it. She is responsible for making sure the project documents and necessary contact information with the stakeholders, including donors and government partners, are available to the evaluation team. The national M&E Officer, in close coordination with the Cairo regional office ROMEO, is responsible for the quality check of the deliverables and their compliance with the IOM Monitoring & Evaluation policies. For all of the delivrables of the mission, the Regional thematic specialist also has a role in the internal process in coordination with the project manager. Processes for quality assurance include the following: (a) agreement on the final terms of reference (ToR) between the evaluation manager and the evaluator(s); (b) review, revision and acceptance of the inception report; and (c) review, revision and acceptance of the final report.

###### Time schedule

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| --- | --- | --- | --- |
| **Activity** | **Responsible party** | **Number of days** | **Timing**  |
| Start of Consultancyand kick off meeting | Firm, Project Manager, M&E IOM | 1 | By July 1, 2024 |
| Inception report: document review, development of tools and evaluation matrix. | Firm | 15 days | By July 15, 2024 |
| Primary data collection | Firm | 15 days | By July 29, 2024 |
| Draft evaluation report: Drafting and submission to IOM for feedback  | Firm | 10 days | By August 9, 2024 |
| Final evaluation report: Submission of the final report with the inclusion of IOM’s feedback (including management response matrix and evaluation brief) | Firm | 15 days  | By August 30, 2024 |

###### Evaluation budget

The firm’s fee is all-inclusive. The fee may include all hotel accommodation costs, evaluation field trips to project implementation sites when applicable, data analysis and report drafting, and any other cost associated with the evaluation's completion. Disbursement of the evaluation consultancy fees will be the upon satisfactory submission and approval by IOM of agreed upon deliverable, according to the following disbursement schedule:

* Inception report – 25%
* Draft evaluation report – 25%
* Final evaluation report according to the IOM evaluation template with relevant annexes – 50%

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###### Evaluation requirements

The lead evaluator is expected to have the following minimum qualifications and experience:

* Postgraduate degree (i.e., PHD, MA, MSc) in social research and/evaluation methods, Social Sciences, Development studies, Migration Studies or other disciplines relevant to the assignment.
* Minimum of 10 years of experience in managing and/or evaluating development projects/programmes/initiatives.
* Demonstrated experience in managing and/or evaluating joint projects is an advantage.
* Demonstrated expertise on intercultural and social cohesion.
* Demonstrated experience and familiarity with migration dynamics and knowledge of Middle East and North Africa (MENA) context.
* Demonstrated expertise and experience in conducting mixed methods research on relevant issues.
* Proven experience with logical framework approaches and other strategic planning approaches, M&E methods and approaches, information analysis and report writing.
* Fluency in English and French is required; working knowledge of Arabic is an advantage.

###### Submission of application

The interested firms are expected to submit a technical and financial proposal (not exceeding 10 pages) with an all-inclusive itemized budget and their CVs, cover letter as well as a recent evaluation report example. The proposal must provide details of the methodology and approach to the assignment. The submission should include the following documents:

The CVs of the principal evaluator and key team members.

The proposal outlining the proposed methodology for the evaluation and timeline.

Availability of the evaluation team.

A detailed budget proposal.

A sample of previous work on relevant issues.

The proposal should be submitted to IOM by email to moroccoprocurement@iom.int no later than 15.06.2024 midnight.\_

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## **Delivery Requirements:**

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| **Currency of the Quotation: MAD****INCOTERMS:** Click or tap here to enter text. |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price**  |
| 1. | Click or tap here to enter text. |  |  |  |  |
| 2. | Click or tap here to enter text. |  |  |  |  |
| 3. | Click or tap here to enter text. |  |  |  |  |
| 4. | Click or tap here to enter text. |  |  |  |  |
| 5. | Click or tap here to enter text. |  |  |  |  |
| Total Price |  |
| Transportation Price |  |
| Insurance Price |  |
| Installation Price |  |
| Training Price |  |
| Other Charges (specify) |  |
| **Total Final and All-inclusive Price** |  |

**COMPANY PROFILE (Vendor Information Form)[[2]](#footnote-3)**

| **Item Description** | **Detail** |
| --- | --- |
| Legal name of bidder\* | Click or tap here to enter text. |
| Legal Address (house no, street name, zip code, city\*, region\*, country\*) | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Registration date\* and VAT number\* | Click or tap here to enter text. Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Business type/industry category\*  | [ ]  Direct Producer/Manufacturing [ ]  Reseller/Distributor/Service Provider |
| Are you a UNGM registered vendor? | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| Do you provide services/goods internationally?  | [ ]  Yes [ ]  No If no, in which country: Click or tap here to enter text. |
| Contact information\*  | Company Tel/Mobile: Click or tap here to enter text.Company Email: Click or tap here to enter text.Company Website: Click or tap here to enter text.Contact Person 1:Click or tap here to enter text.Contact Person 2: Click or tap here to enter text. |
| Disability inclusive business\* | [ ]  Yes [ ]  No  |
| Women-owned/controlled\* | [ ]  Yes [ ]  No  |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text. |

**BIDDER’S DECLARATION OF CONFORMITY[[3]](#footnote-4)**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor 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. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.  |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM. |
|[ ] [ ]  On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.  |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor 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. |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that, the vendor 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.  |
|[ ] [ ]  On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|[ ] [ ]  It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration. |
|[ ] [ ]  On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.  |
|[ ] [ ]  IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor 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.

1. For more information : https://marocainsdumonde.gov.ma/wp-content/uploads/2019/01/Politique-Nationale-dimmigration-et-dAsile-\_-

Rapport-2018.pdf [↑](#footnote-ref-2)
2. If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier [↑](#footnote-ref-3)
3. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-4)