# **REQUEST FOR MINI RFQ**

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| MINI RFQ Reference: OIM/RBT/RFQ/2024/14 | Date: 04 November 2024 |
| Subject of RFQ): **MIDTERM EXTERNAL INDEPENDANT EVALUATION FOR THE PROJECT “JTIP: PROTECTION AND REINTEGRATION OF VICTIMS OF TRAFFICKING”** |

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.

## **MINI RFQ INFORMATION**

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| **Deadline for the submission of quotation** | 25.11.2024If 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[x]  Email[ ]  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 Click or tap here to enter text. 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: Click or tap here to enter text.E-mail address: Click or tap here to enter text. |
| **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.** | 05.12.2024 |

Thank you and we look forward to receiving your quotation.

Issued by:

Signature:

Name: Maha Bargach

Title: Supply chain Senior Assistant

Date: 01.11.2024

## **QUOTATION SUBMISSION FORM**

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

**MIDTERM EXTERNAL INDEPENDANT EVALUATION FOR THE PROJECT “JTIP: PROTECTION AND REINTEGRATION OF VICTIMS OF TRAFFICKING”**

**Commissioned by: IOM Morocco**

**Managed by: Program Manager for CT at IOM, M&E Officer**

###### Evaluation context

Morocco ratified the United Nations Convention against Transnational Organized Crime (UNTOC) on the 19 September 2002 and joined its Palermo Protocol on the 7 May 2009. Morocco is yet to join the Protocol against the Smuggling of Migrants by Land, Sea, and Air. In 2007, Morocco adopted a national strategy on combatting Trafficking in Persons (TiP), which was supplemented in 2015 by an updated National Plan of Action to Combat TiP and protect and assist VoTs. It adopted a national policy on Migration in 2013 and a National Strategy on Immigration and Asylum (SNIA) in 2014, which includes combatting TiP as one of its main objectives.

The adoption of Anti-Trafficking Law 27-14 in August 2016 marked the country's willingness to institutionalize human trafficking efforts. This commitment was further confirmed by the adoption of Decree 2-17-740 setting out the composition and modus operandi of the National Commission for the Coordination of Measures aimed at Combating and Preventing Human Trafficking (CNCLT) (Articles 6 and 7 of Law 27-14) in 2018. Morocco also adopted Law No. 19-12 in 2016 setting the working and employment conditions of domestic workers, law No. 79-14 in 2017 on parity and the fight against all forms of discrimination as well as law No. 103-13 in 2018 to fight violence against women; all of which contribute to tackling issues of TiP.

The CNCLT published its first report in February 2022 stating that 474 VoTs (25% non-nationals, 75% nationals) have been identified between 2017 - 2020; among them victims of sexual exploitation, forced labor and forced begging. The proposed two-year joint project between the International Organization for Migration (IOM), the United Nations Office for Drugs and Crime (UNODC), and the International Labor Organization (ILO), in addition to partnerships with civil society organizations (CSOs) and institutional actors, aims to identify, protect, and socio-economically reintegrate VoTs in communities in Morocco, or in their countries of origin through IOM’s Assisted Voluntary and Reintegration Program (AVRR).

The joint project “JTIP – Protection and reintegration of victims of trafficking” complements and supports the Government of Morocco (GoM) in its recent efforts to protect VoTs and combat TiP but also to fill the gap in terms of tailored protection services and socio-economic reintegration services to VoTs. The project will bring in all actors’ joint expertise and experience needed to improve and provide tailored victim and trauma centered protection services to VoTs, ensuring that their rights are respected in terms of assistance provided, their protection during criminal justice procedures and ensuring their socioeconomic inclusion to achieve reintegration locally or in their country of origin.

The IOM, UNODC and ILO propose a two-year joint program, bringing in expertise within their mandates to improve the detection, referral, protection, return and reintegration (at national level or in the countries of origin) of VoTs. VoTs identified through this joint program can be nationals and non-nationals, adults and children, and victims of different types of exploitation.

The three agencies will work jointly to provide capacity building activities and trainings that will strengthen partnerships between the judiciary, CSOs, institutional partners, the National Mutual Aid for Morocco, and ANAPEC to reinforce the protection and reintegration of VoTs into communities.   Vision Statement: The project's vision is to further identify, protect and socio-economically reintegrate VoTs into communities, while reinforcing partnerships and knowledge on TiP.

**Project Goal:** The project aims for the improved protection and well-being of VoTs through a national system that is more efficient, and victim centered. Victims feel safe and protected, can recover from the trauma of trafficking, and are socio-economically integrated into communities.

**Project Objectives:**

**IOM Objective 1:**

Morocco reinforces the detection, identification, protection, return and reintegration of VoTs through CSOs and IOM's Assisted Voluntary and Reintegration Program, in addition to reinforcing knowledge on TiP and coordination and cooperation among stakeholders.

**UNODC Objective 2:** Morocco more effectively detects, refers, and protects VOTs throughout the criminal justice system and frontline responders through a multisectoral approach and a strengthened partnership with CSOs.

**ILO Objective 3**: VoTs are offered sustainable socio-economic integration pathways by Moroccan government institutions in coordination with specialized CSOs.

###### Evaluation purpose and objective

The overall purpose of the mid-term evaluation is to assess the relevance and efficiency of the project at a mid-point of the implementation. The evaluation’s specific objectives are to:

* Examine the adequacy of the implementation strategies to meet intended results and the accuracy of the initial assumptions.
* Assess the relevance of project activities to the protection and reintegration needs of target population.
* Extract lessons learned and good practices and propose recommendations for adjustment or reprioritization for the remainder of the project duration.

###### Evaluation scope

The evaluation is expected to cover the first half of the implementation of the project “JTIP – Protection and reintegration of victims of trafficking” that started in July 2023 (project ending in July 2026). It will cover the whole project implementation including IOM, UNODC and ILO objectives. For IOM, It is expected to cover the regions of Tangier and Casablanca and another one in which the project is being implemented.

###### Evaluation criteria

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 gender mainstreaming, protection mainstreaming and rights-based approaches.

###### Evaluation questions

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

1. Relevance
* Did the project implementation strategy (results matrix, Theory of Change) 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?
* Is the project in line with donor priorities?
* Were critical cause effect relationships missed in the project’s Theory of Change?
* To what extent has the project adapted to contextual challenges and/or changing external conditions in order to ensure project outcomes?

1. 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 the achievement of results?
* How effectively were the project results monitored?
1. 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 successful has the project been in leveraging non-project resources for guaranteeing sustainability of project results, including but not limited to other IOM projects?
* How timely were resources made available to implement activities from all parties involved?
* To what extent were activities implemented as scheduled?

1. 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 programs or policies by IOM or other actors in the same context?
* Do synergies exist with other interventions carried out by IOM/United Nations as well as intervention partners?

1. 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 adequate financial, technical, and managerial capacities to maintain the benefits of the interventions, 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?
* What can be done differently to improve sustainability of the project?

1. 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?
* To what extent are the rights and dignity of beneficiaries upheld by the project and their partners throughout the implementation?

The service provider 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 project and implementation strategies to ensure that set performance targets are met at the end of the implementation.

###### Evaluation methodology

A mixed methods 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.
* Field visits to Tangier and Casablanca to meet with partner associations providing protection, shelter and assistance to victims of trafficking
* Key informant interviews with donor and key stakeholders (institutional partners, CSOs) service providers
* Focus Group discussions with victims of trafficking if feasible.

The service provider 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 service provider 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. (templatePPs will be provided by IOM)
* 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.  (template will be provided by 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. (template will be provided by IOM)
* 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 evaluator. 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 and guidelines. Project Manager can share deliverables of the mission, with other secondary reviewers such as national partner, Regional thematic specialist or keys stakeholders. Processes for quality assurance include the following: (a) agreement on the final terms of reference (ToR) between the evaluation manager and the evaluator; (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 Consultancy and kick off meeting  | Firm, Project Manager, M&E IOM  | 1 day | TBC |
| Inception report: document review, development of tools and evaluation matrix.  | Firm  | 15 days  | TBC |
| Primary data collection and analysis | Firm  | 21 days  | TBC |
| Draft evaluation report: Drafting and submission to IOM for feedback   | Firm  | 10 days  | TBC |
| Validation workshop to present and validate initial findings | firm | One day |  |
| Final evaluation report: Submission of the final report (including management response matrix and evaluation brief)  | Firm  | 15 days   | TBC |
| IOM review and feedback |  | 7 days | TBC |

###### Evaluation budget

The service provider’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 evaluator lead is expected to have the 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 experience and familiarity with VoT and TiP.
* 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 service providers 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 CV of the evaluator and mobilized team
* The proposal outlining the proposed methodology for the evaluation and timeline.
* Availability of the evaluator.
* 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 December 8th , 2024

**PROTECTION AND REINTEGRATION OF VICTIMS OF TRAFFICKING”**

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| **Currency of the Quotation:** Click or tap here to enter text. |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price**  |
| 1. |  |  |  |  |  |
| 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)[[1]](#footnote-2)**

| **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[[2]](#footnote-3)**

| **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. 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-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)