

Call for Proposals

ASEAN Migration Outlook – Second Edition

BID BULLETIN

Addendum No. 01

**Dear Service Providers/Consultants**

This Addendum No. 01 is issued to address inquiries and clarification requests from interested candidates on the ASEAN Migration Outlook – Second Edition, following the publication of the [Call for Proposals](#) on the IOM website on 6 January 2023.

A. Inquiries from Service Providers

#	Service Providers' Question/Clarification	IOM Response
1)	<b>Methodology:</b> Who will be responsible for coordinating and managing the various stakeholders tasked with providing inputs on the reports?	<p>An ad-hoc group of peer reviewers will be set up to provide technical inputs to the draft inception report and draft ASEAN Migration Outlook.</p> <p>The ASEAN Secretariat and IOM will cooperate in coordination with relevant ASEAN bodies, peer-reviewers and stakeholders to streamline feedback through ad-ref consultations to the consultant/s.</p> <p>The consultant/s will conduct the research which may involve questionnaire and/or interviews of key respondents. For such purpose, the consultant/s will communicate with respondents directly. Support of IOM and/or ASEAN Secretariat may be provided as necessary.</p> <p>The consultant/s will be responsible to develop the draft inception report and draft ASEAN Migration Outlook, and improve them based on inputs from various stakeholders with a view of obtaining its final endorsement by the ASEAN sectoral body (i.e. ACMW).</p> <p>The consultant/s will be expected to deliver technical presentations and facilitate these</p>

		discussions during the validation workshop and to incorporate such feedback. The consultant/s will serve as resource person/s during the regional launch and forum. The consultant/s will develop draft agendas of the validation workshop and forum for consideration of IOM and ASEAN Secretariat.
2)	<b>Requirements:</b> How much weight does each requirement criteria carry in the evaluation?	Equal weight is evenly distributed between all listed requirements.
3)	<b>Format:</b> Will the format of the ASEAN Migration Outlook Second Edition be similar to the First Edition in terms of length?	It is anticipated the format of the Second Edition will be similar to that of the First Edition; however, this is subject to change based on desk reviews and consultation with relevant ASEAN bodies and stakeholders.  Please see the First Edition publication <a href="#">here</a> .
4)	<b>Review Process:</b> How many rounds of feedback will take place?	Please refer to Section 4 Proposed project milestones and deliverables for further information. However, this is also subject to the quality and timeliness of the draft deliverables.  The inception report and Outlook will be endorsed by ACMW (in charge of migration) through ad-ref consultations. Meanwhile, ASOEN (in charge of environment and climate change) will be consulted for inputs. A group of peer-reviewers will also provide technical inputs to the expected outputs. A validation workshop will be convened following the 1 <sup>st</sup> draft Outlook. A regional launch is planned to socialise and disseminate the findings of the Outlook.
5)	<b>Donor and Budget:</b> Who is the main donor for this project and can IOM share a budget range for this consultancy?	IOM commissions this research on behalf of ASEAN Secretariat. As such, IOM act as the donor. The budget range is not fixed and interested candidates are encouraged to submit a financial proposal that reflects their competencies and standards.

6)	<b>Deliverables:</b> What are the expected deliverables and in what format?	Please refer to “Expected Deliverables” under Section 4. Draft and final reports can be submitted in a Word document. Details on the Validation Workshop and Regional Launch/Forum will be discussed and finalized at a later date.
7)	<b>IOM Personal History Form:</b> Does this form need to be completed if a private organization or research entity is the applicant?	<p>Only individual consultants are required to submit the IOM Personal History Form.</p> <p>If a private organization/research entity is the applicant, they must submit CVs of the consultants engaged in this assignment including the project manager and team members. Organizations/entities are also encouraged to submit a company profile with their technical proposal.</p> <p>In addition, samples of the work relevant to the subject matter should be submitted as part of the assessment.</p>
8)	<b>Financial Proposal:</b> Is it a requirement to follow the provided template for the financial proposal? If commissioned, what would be the payment terms?	<p>Individual consultants are required to fill in the table provided in this <a href="#">template</a>, and may provide additional information such as a breakdown of costs, if desired. Organizations must use this <a href="#">template</a> for their financial proposal and may also provide additional information at their own discretion. Please download a copy of these templates before completing it.</p> <p>The payment terms will follow an instalment-basis upon the successful completion of project milestones based on the approval of ASEAN. Specific details and deadlines will be agreed upon with the selected candidate.</p>

**The deadline for submission of applications has been extended to 5.00 pm (GMT+7) on Tuesday, 7 March 2023.** For additional information or inquiries, please contact Ms. Sawinee Sachdev ([ssachdev@iom.int](mailto:ssachdev@iom.int)).