

IOM MISSION – IOM THAILAND

CALL FOR EXPRESSION OF INTEREST (CEI)

1 **Timeline**

CEI Reference number	CEI TH2024-001
Posted (date)	26 March 2024
Clarification Request Deadline	8 April 2024
Application Deadline	22 April 2024
Notification of Results	10 May 2024
Implementation Start Date	1 June 2024
Implementation End Date	31 May 2025

2 **Locations**

The implementation areas are covering 4 provinces: Bangkok, Tak, Chiang Rai, Chanthaburi

3 **Sector(s) and area(s) of specialization**

IOM seeks partnership with a civil society organization specialized with migrant domestic workers for the following purposes:

- To enhance the opportunities for migrant domestic workers – in both regular and irregular status – to access existing network(s) of domestic workers/informal workers.*
- To promote migrant workers’ access to online up-to-date information about working and living in Thailand via www.MitrThai.com platform as well as support referral mechanisms.*
- To enhance the opportunities for migrant domestic workers to access skills development opportunities.*
- To facilitate migrant workers, especially women migrant workers’ access to decent work through enhancing communication with employers, organizing capacity building or knowledge sessions, and follow-ups on decent work practices.*

4 **Issuing Agency**

IOM

5 **Project Background**

As part of a multi-year regional programme on Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao People’s Democratic Republic, Myanmar and Thailand (2017 – 2025), implemented by the International Organization for Migration (IOM) and funded by the Swiss Agency for Development and Cooperation (SDC), IOM is seeking to partner with a civil society organization to enhance the capacity of migrant workers, particularly women migrant workers to access existing networking opportunities for domestic/informal workers in Thailand; and enhance the opportunities for migrant domestic workers to access basic services including legal counseling, labour protection mechanisms, skills training and certification.

These terms of reference have been drawn up according to the objective of the programme that migrant

workers from Cambodia, Lao People's Democratic Republic and Myanmar (CLM) in Thailand, and returning migrants, have enhanced decent employment and improved livelihoods contributing to economic resilience and poverty reduction. IOM will seek to define a feasible change pathway to promote career development opportunities and better working conditions for migrants (especially poor women) from CLM countries through enhanced professional and soft skills and increased knowledge of safe migration, labour rights and responsibilities, digital literacy and financial management leading to poverty reduction in communities of origin through circular migration and skills transfer.

6 **Expected Results**

- A report submitted to IOM detailing the existing network mechanisms and support services offered to migrant domestic workers in Thailand, overcoming challenges that workers face, and recommendations for strengthening access.
- At least, 1,000 migrant workers join the existing peer-to-peer networks in 3 target provinces.
- Quarterly reports of migrant workers having joined the networks utilize the online migrant information, www.MitrThai.com, including number of likes, engagement rate and mentioning.
- 180 migrant workers maximum access technical skills training and certification offered by IOM projects.
- A follow-up evaluation conduct amongst all successful training graduates under the project whose access to the skills training was facilitated by the selected partner.
- 2 good practices and success stories on skills development and recognition, and decent work for migrant workers, especially women domestic workers

7 **Indicative Budget**

(Optional)

8 **Other Information**

None

9 **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> • Relevance of proposal to achieving expected results; • Expertise on budgeting, communication, negotiation and participation skills; • Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; • Adequacy and clarity of the proposed budget (including contribution by the prospective IP); • Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors; <p>Experience with conducting rights principles such as inclusion, equality, accountability,</p>	60
Sustainability of intervention	<ul style="list-style-type: none"> • Experience in partnering with key institutions related to youth and adolescent participation and development; • National and Local experience, presence and community relations; Management ability; Sustainability of intervention. 	20

Other	<ul style="list-style-type: none"> • Replicability/scalability; • Gender mainstreaming skills to apply during implementation of the programmes; • Innovative approach • Proven capacity in financial management of projects; • Good familiarity with political and social environments in... 	20
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10. **Attachments**

Description	URL
ANNEX A – Terms of Reference	Annex A - Terms of Reference.docx
ANNEX B - Implementing Partner References Checklist	Annex B - Implementing Partner References Checklist.docx
ANNEX C - Implementing Partners General Information Questionnaire	Annex C - Implementing Partner General Information Questionnaire.docx
ANNEX D - Concept Note Template	Annex D - Template-for-IP-Concept-Note-with-Guideline.docx
ANNEX E - Financial and Narrative Reporting Templates	Annex E - IP Financial report Template.xlsx Annex E - Narrative Reporting Template.docx
ANNEX F - Project Implementation Agreement Template	Annex F - Project Implementation Agreement EN - 20240125.docx
ANNEX G – Declaration of Conformity for Partners	Annex G - Declaration-of-Conformity-for-Implementing-Partners.docx
ANNEX H – Vendor Information Sheet (VIS)	Annex H - Vendor Information Sheet_TH version_30092022.pdf
ANNEX I - Financial proposal template excel	Annex I - financial-proposal-template-excel-template_THB.xlsx

12 **For more information on this partnership opportunity, and to apply, please visit [IOM Thailand](#)**

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing to iomthailandtender@iom.int

Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at [insert complete address] no later than [insert date and time of deadline of submission]. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelope must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation listed below as outlined within the CEI signed on all pages by the prospective Implementing Partner’s Authorized Representative;

Description
ANNEX B - Implementing Partner References Checklist
ANNEX C - Implementing Partners General Information Questionnaire
ANNEX D - Concept Note Template
ANNEX G – Declaration of Conformity for Partners
ANNEX H – Vendor Information Sheet (VIS)
ANNEX I - Financial proposal template excel

- c. Any other relevant documents
 - i. Organization chart
 - ii. Procurement policy, including policy for segregation of duty
 - iii. Financial policy, rules and procedures,
 - iv. Internal control instruction, internal audit report (if any)
 - v. Lasted audited financial statements/report, external audit report (if any)
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
12. The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the applicant confirms adherence to IOM’s Declaration

of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).

14. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

Terms of Reference

Introduction
<p>As part of a multi-year regional programme on <i>Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao People’s Democratic Republic, Myanmar and Thailand (2017 – 2025)</i>, implemented by the International Organization for Migration (IOM) and funded by the Swiss Agency for Development and Cooperation (SDC), IOM is seeking to partner with a civil society organization to enhance the capacity of migrant workers, particularly women migrant workers to access existing networking opportunities for domestic/informal workers in Thailand; and enhance the opportunities for migrant domestic workers to access basic services including legal counseling, labour protection mechanisms, skills training and certification.</p>
Background
<p>These terms of reference have been drawn up according to the objective of the programme that migrant workers from Cambodia, Lao People’s Democratic Republic and Myanmar (CLM) in Thailand, and returning migrants, have enhanced decent employment and improved livelihoods contributing to economic resilience and poverty reduction. IOM will seek to define a feasible change pathway to promote career development opportunities and better working conditions for migrants (especially poor women) from CLM countries through enhanced professional and soft skills and increased knowledge of safe migration, labour rights and responsibilities, digital literacy and financial management leading to poverty reduction in communities of origin through circular migration and skills transfer.</p> <p>It is anticipated that the provision of labour market demand-oriented professional and life-skills, and where feasible, certification of these skills, will enable migrants to access improved employment opportunities and conditions, both in Thailand and upon return to countries of origin.</p>
Objective
<p>One key target group under the project is migrant domestic workers, and IOM seeks partnership with a civil society organization working with migrant domestic workers for the following purposes:</p> <ol style="list-style-type: none">1) To enhance the opportunities for migrant domestic workers – in both regular and irregular status – to access existing network(s) of domestic workers/informal workers, for the purposes of facilitating enhanced access to services, support mechanisms and protection amongst the most vulnerable migrant domestic worker populations in Thailand. Specifically, this would entail the following tasks:<ul style="list-style-type: none">• Strengthening of the existing and potential support mechanisms for migrant domestic workers in Thailand and document the following:<ul style="list-style-type: none">➤ Existing network mechanisms and support services available to migrant domestic workers and informal workers in 3 key target provinces of Thailand.➤ Follow-up on challenges that migrant domestic workers face in accessing these mechanisms and services including facilitation for workers to access

necessary support and services such as legal and financial counseling, skills training and career guidance.

- How the networking of migrant domestic workers and informal workers – and particularly those in irregular status – can be strengthened to achieve specific results related to career development opportunities and better working conditions.
- Good practices and success stories on peer-to-peer networking among migrant workers, particularly women migrant workers in the domestic work and informal employment sectors.
- Recommendations for the development of support services for successful reintegration for migrant domestic workers and informal workers seeking return to their countries of origin, including on a strategy for return counselling to domestic workers; and potential mechanisms for skills certification available to migrant workers prior to their return.

- To feed into the above activity, conduct outreach amongst migrant domestic workers in situations of vulnerability or potential vulnerability, including those in irregular status, to alleviate the key challenges and needs by enhancing their access to networking and services.
- Expand the membership of well-established migrant workers network to include an additional number of at least 1,000 migrants.

2) To promote migrant workers' access to online up-to-date information about working and living in Thailand via www.MitrThai.com platform as well as support referral mechanisms established by civil society organizations and Thai State.

3) To enhance the opportunities for migrant domestic workers to access skills development opportunities. This would include the following activities:

- Supporting IOM in the organization of training sessions and, where appropriate, the development and delivery of training modules to ensure suitability for the target population.
- Maintaining close and regular communication with all participants to the training (on average 90 up to 180 participants per year) and ensuring their regular participation or notification in case of inability to attend the training.
- Conducting a follow-up evaluation after the completion of the training to assess the living and working conditions of successful graduates and documenting success stories.

To facilitate migrant workers, especially women migrant workers' access to decent work through enhancing communication with employers, organizing capacity building or knowledge sessions, and follow-ups on decent work practices.

Proposed interventions

Strengthening the networking capacity and access to skills development opportunities among migrant workers, particularly women domestic workers in Thailand.

Overarching Outcomes:

The four-year PROMISE program has been designed with the following three outcomes:

- **Responsive:** National and regional policies and institutional capacities on skills development and labour more migrant-inclusive and gender-responsive, and better serve the needs of migrant workers and employers.
- **Inclusive:** Migrant workers have improved employability across the labour migration cycle.
- **Protection:** Migrant workers are more informed and protected at all stages of the migration cycle.

Expected results

- A report submitted to IOM detailing the existing network mechanisms and support services offered to migrant domestic workers in Thailand, overcoming challenges that workers face, and recommendations for strengthening access
- At least, 1,000 migrant workers join the existing peer-to-peer networks in 3 target provinces
- Quarterly reports of migrant workers having joined the networks utilize the online migrant information, www.MitrThai.com, including number of likes, engagement rate and mentioning.
- 180 migrant workers maximum access technical skills training and certification offered by IOM projects
- A follow-up evaluation conducted amongst all successful training graduates under the project whose access to the skills training was facilitated by the selected partner
- 2 good practices and success stories on skills development and recognition, and decent work for migrant workers, especially women domestic workers

Impact

The female and male migrants from CLM have improved employment opportunities and conditions, especially in Thailand, through enhanced skills and protection, leading to poverty reduction in communities of origin.

Partnerships and collaboration

Collaborate with IOM as an implementing partner, submitting both the narrative and financial reports as mandated.

Proposed timeline:

12 months

Qualification and experience

- Registered entity local or international Civil Society Organizations and other non-profit organization.
- Demonstrated Capacity to Access Migrant Networks: Proven ability to access and engage with networks of migrants’ employers, domestic workers, and informal workers within relevant communities.
- Experience in Collaboration with Thailand Professional Qualification Institute (TPQI): Experience in collaborating with TPQI to facilitate migrants' access to professional qualification assessments.
- Expertise in Strengthening Peer-to-Peer Networking: Proficiency in reaching and engaging migrant communities to enhance peer-to-peer networking among informal migrants, fostering collaboration and support networks.
- Administrative and Logistical Management: Capability to manage all administrative and logistical aspects of skills training (TVET), peer-to-peer networking workshops, and capacity building initiatives for informal migrants, ensuring smooth delivery and execution.

- **Multi-Stakeholder Engagement:** Experience in working within multi-stakeholder environments to enhance migrants' career paths and employability, including coordination with relevant governmental, non-governmental, and community-based organizations.
- **Reporting Skills:** Ability to effectively convey project progress, challenges, outcomes, and impact, and to develop good practices and success stories from the project.

Submission of the project proposal

The proposal must be submitted as follows:

Email iomthailandtender@iom.int

Other Click or tap here to enter text.

- 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: 10MB
- Mandatory subject of email: CEI TH2024-001
- 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.

Place and deadline for submission of the project

22 April 2024

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

Implementing Partners General Information Questionnaire

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

Call for Expressions of Interest Reference number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

A. BACKGROUND AND GOVERNANCE

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization's management or ownership have any affiliation to IOM that would result in a conflict of interest?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

B. ORGANIZATIONAL STRUCTURE

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff work in the country office/programme?	

Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles ?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	

Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	
D. FINANCIAL CAPACITY	
What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
Accounting system	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
Financial control	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	

Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

(Signature)

Name:

Position Title:

Date: