



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

IOM Thailand

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**INVITATION TO SUBMIT EXPRESSION OF INTEREST** (Ref. REI TH2020-002)  
 (For Short listing of Organizations/ Companies/ Service Providers/Consulting Firms)

*16 November 2020*

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

Through its **Corporate Responsibility in eliminating Slavery and Trafficking in the Fashion Industry (CREST Fashion) programme**, IOM is implementing a 3-year regional initiative that will strengthen the capacity of fashion industry to address the risks of labour exploitation, forced labour and human trafficking of internal and international migrant workers in daily operations and global supply chains in both countries of origin and countries of production. For more information please visit: <https://crest.iom.int/news/crest-fashion-iom-partnering-fashion-industry-eliminate-slavery-and-trafficking>.

The aim of this consultancy is to roll out community outreach to contribute to improved protection of women and men migrant workers against exploitation, forced labour and human trafficking in the apparel and home textile sector in Thailand. This can be achieved by empowering migrant workers, especially women, through community engagement and digital outreach, and improved information dissemination to uphold their human and labour rights, access to available support and services, and to integrate productively into workplaces. In a long-term, migrant workers could also use knowledge obtained to empower and support other migrant workers in Thailand. Key components of the service include:

- Draft plan of action on awareness raising outreach with migrant workers (**target: 10,000 migrant workers, 50% women**) through in-person, remote and digital outreach. It should clearly spell out:
  - o Situational analysis
  - o Goals and objectives
  - o Organization capacity
  - o Target audience
  - o Key messages
  - o Outreach methods
  - o Timeline
  - o Monitoring and Evaluation
- Map, prioritize and obtain different type of informational materials developed by respective authorities/CSOs/business to use and distribute during the outreach activities.
- Implement a robust outreach activities, including a series of information-sharing activities

and remote and digital outreach (social media, blogger, influencer) directed toward migrant workers, with emphasis on outreach to migrant workers leaders and migrant workers working in garment and home textile sector, or communities with high number of garment and home textile facilities.

- Coordinate with local CSOs/NGOs, networks and businesses to disseminate selected informational materials through digital channels.
- Design and implement Monitoring and Evaluation tools and plan to capture statistics of the number of migrant workers reached through in-person, digital outreach and third-party materials dissemination, as well as migrant workers' feedback on the outreach activities and materials.
- Upon completion of the activities, submit monitoring and evaluation report with photos taken during implementation (maximum 8 pages) capturing statistics, migrant workers' feedback and statements, and impact/outcome of the outreach activities.
- Develop two human interest stories (with photos) of how the knowledge acquired through these outreach activities made migrant workers' journey safer.

IOM now invites Expression of Interest (EOI) from Organizations/Companies/Service Providers/Consulting Firms for **awareness raising outreach and dissemination of information on safe migration, access to support and services, and rights and entitlements of migrant workers in Thailand.**

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm/organization in similar assignment including list of major clients/donors served and d.) other relevant information.

The Expression of Interest shall be submitted in electronic through email [IOMThailandTender@iom.int](mailto:IOMThailandTender@iom.int) no later than 9 December 2020, 5 PM (BKK time).

On the basis of the above information, IOM shall draw up the shortlist of organizations/Companies/Service Providers/Consulting Firms. Only short-listed Organizations/Companies/Service Providers/Consulting Firms will be invited to submit technical and financial proposals.

Interested Consultants may obtain further information from IOM, by 4 December 2020.

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

Very truly yours,

**Krittanat OPASPEERAWIT**  
Head, Procurement Unit IOM Thailand

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



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## Request for Expression of Interest

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of Corporate Responsibility in eliminating Slavery and Trafficking in the Fashion Industry (CREST Fashion) programme, IOM now invites Expression of Interest from Companies/Service Providers for **awareness raising outreach and dissemination of information on safe migration, access to support and services, and rights and entitlements of migrant workers in Thailand.**

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

1. The Application must be submitted either by electronic mail at [IOMThailandTender@iom.int](mailto:IOMThailandTender@iom.int) no later than *9 December 2020, 5 PM (BKK time)*. Late Application will not be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Organization/Company/ Service Provider.
3. The Application must be submitted in the English language and in the format prescribed by IOM. 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 Request for Expression of Interest may be rejected.
4. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Organization/Company/Service Provider's Authorized Representative; and
  - c. Duly Accomplished Annex A with All requested information.
5. Organization/Companies/Service Providers/Consulting Firm requiring any clarifications on the content of this document may notify the IOM in writing through E-mail: [IOMThailandTender@iom.int](mailto:IOMThailandTender@iom.int) *no later than 4 December 2020*. IOM will respond to any request for clarification received on or before *8 December 2020*.
6. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity
  - b. Track Record and Experience
  - c. Technical Expertise
  - d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

7. 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.
8. The Organization/Company/Service Provider/Consulting Firm 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.
9. All information given in writing to or verbally shared with the Organization/Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Organization/Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Organization/Company/Service Provider is successful.
10. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Organization/Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## ANNEX A: BIDDERS INFORMATION

### TABLE 1 – GENERAL INFORMATION

- Name of the Organization/Company/Consulting Firm
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business (if applicable)
- VAT Registration number (if applicable)

**Provide certified copies.**

### TABLE 2 – ORGANIZATION/COMPANY/CONSULTING FIRM EXPERIENCE IN LAST THREE YEARS

- Starting Month/ Year
- Ending Month / Year
- Client/Donor
- Description of services
- Contract/Grant Amount

Remarks (**Provide documentary evidence**)

### TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client/Donor
- Description of works
- Contract/Grant Amount
- Remarks (**Provide documentary evidence (\*)**)

**Please include copies of completion certificates issued by former clients/donors and / or performance appreciation / evaluation letters from former clients/donors providing their contact details and approval to contact them.**

### TABLE 4 – ONGOING CONTRACTS/GRANTS

- Client
- Description of Contracts/Grants
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

**TABLE 5 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line
- Amount
- Remarks (*Provide documentary evidence*)

**Please provide proof of financial competency and audited financial statements for the last three financial years.**

**TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF OR CO-APPLICANTS**

- Name
- Affiliations
- Designation Qualification and work experience
- No. of Years of Experience

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

**TABLE 7 – ANY OTHER INFORMATION**

**In addition to the required information, Organizations/Companies may provide brochures and other related documents**

**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:**

\_\_\_\_\_  
Name/ Signature/ Date