

## **Request For Proposal**

### **IOM Ethiopia Mission Provision of FSP for Cash based Interventions**

**RFQ Reference No:** 30000002783

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**Country:** Ethiopia

**Open for Response Date:** 26/02/2025 6:56 PM

#### **1. Background:**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 committed to ensuring orderly and humane management of migration to promote international cooperation on migration issues. IOM assists in the search for practical solutions to migration problems and provides humanitarian assistance to migrants in need, including refugees and internally displaced people. Since its first presence in Ethiopia in 1995, the International Organization for Migration (IOM) has been contributing to the efforts of the Government of Ethiopia (GOE) to effectively manage migration through a wide variety of projects and programs through its different offices.

An efficient and effective cash delivery mechanism is essential to ensure that beneficiaries in all IOM programs receive cash transfers in a transparent and secure manner. IOM is striving to scale up its cash delivery capacity with enhanced transparency and accountability. IOM is looking for Financial Service Providers (FSPs) who offer a variety of cash delivery mechanisms and options across all the regions of the country that are widely accepted by partners, stakeholders, national government, service providers, and beneficiaries.

The purpose of the assignment is to hire a financial service provider (FSP) for providing cash transfer services across all regions of Ethiopia. Each time cash-based intervention (CBI) is required, FSPs must use available and appropriate technology to provide a variety of widely accepted cash delivery mechanisms and options that are appropriate for beneficiaries, partners, stakeholders, the national government, and service providers. The estimated annual expenditure for these services exceeds \$3,000,000 (375,000,000 ETB).

The Financial Service Providers (FSPs) will facilitate IOM Cash distribution to a large number of beneficiaries, providing all the required financial services, including reliable and feasible technology, financial capacity, technical capacity, geographic coverage, and better KYC requirements as per the list of beneficiaries across the country as requested by IOM in accordance with agreed-upon transfer modalities and the project(s) requirements. The service provider will deliver the cash using a single or combination of cash delivery mechanisms.

A proposer and all parties constituting the proposer may have any nationality who is registered and operates in conformity with the provisions of the Ethiopian commercial laws.

**Area coverage:** All regions and locations of Ethiopia (Afar, Amhara, Benishangul-Gumuz, Central Ethiopian Regional state, Dire Dawa (city), Gambela, Harari, Oromia, Sidama, Somali, South Ethiopia Regional State, Southwest Ethiopia Peoples' Region, and Tigray Region). IOM recognizes that FSPs may have varying operational capacities across the target regions. Therefore, FSPs are requested to specify the region(s) where they can reliably provide services. However, for each selected

region, FSPs must demonstrate their capacity to execute financial transfers to beneficiaries at the zonal, woreda, or kebele level, as appropriate. Furthermore, FSPs should disclose any existing or potential partnerships and subcontracts that could extend their service coverage.

**Currency:** All transactions under this agreement will be conducted in Ethiopian Birr (ETB). Beneficiary/partner cash distributions and disbursements by the FSP, as well as reimbursements from IOM to the FSP, will be processed exclusively in ETB.

**Duration:** The selected FSP will be awarded a Long-Term Agreement (LTA) for an initial term of two (2) years, renewable for an additional two (2) years based on IOM's operational needs and the FSP's demonstrated performance. The financial service (FS) of the LTA will remain fixed throughout the contract's duration. However, should there be a need for a change in the service maintenance rate due to a change in oil price and other consumables, as well as other justifiable reasons, strong evidence and confirmation on the change have to be compiled. IOM conducts market surveys and might accept or reach consensus to reach an agreed price based on the market survey outcome.

If LTA holder(s) cannot and/or repetitively fail to meet IOM Minimum Service Requirements anytime within the LTA duration, IOM has the discretion to terminate the LTA(s) and notify the same to all other UN Agencies operating in Ethiopia that the LTA is/are terminated due to poor performance.

**Payment Modalities:** Consistent with IOM's standard operating procedures, advance payments to FSPs are not authorized. FSPs are required to pre-finance cash transfers from their own fund upon receiving IOM-authorized payment requests. Reimbursement will be processed upon receipt and verification of supporting documentation, including receipts and a reconciled account statement, in the prescribed format. Therefore, pre-financing is the required implementation method for all cash transfers.

In exceptional circumstances, where operational constraints, such as limited FSP financing capacity in specific locations, necessitate an alternative approach, IOM may provide advances. Any advance payment exceeding USD 25,000 must be secured by an advance payment guarantee from a reputable bank.

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation  
Section 2: Instruction to Proposers  
Section 3: Evaluation Criteria  
Section 4: Data Sheet  
Section 5: Terms of Reference/Statement of Works  
Section 6: Conditions of Contract and Contract Forms  
Section 7: Proposal Forms

- Form A: Proposal Confirmation
- Form B: Checklist

- Form C: Technical Proposal Submission
- Form D: Proposer Information Sheet
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Financial Proposal

This Request for Proposal (RFP) invites qualified proposers to submit proposals in response to the attached document and Terms of Reference (ToR). Proposals must adhere to the requirements and procedures outlined within these documents. The submission deadline is specified in Section 4: Data Sheet.

Proposers are requested to acknowledge receipt of this RFP by completing and returning the attached Form A: Proposal Confirmation via email to [iomethiopatender@iom.int](mailto:iomethiopatender@iom.int) no later than March 07, 2025.

**Submission Instructions:** Financial and technical proposals must be submitted separately in two sealed envelopes. Furthermore, preferred submissions shall be made electronically via the vendor portal, or you may send your proposal via email to [iomethiopatender@iom.int](mailto:iomethiopatender@iom.int), or physical submission in sealed post before March 30, 2025, 5:00 pm at IOM Head Office ground floor, Addis Ababa, Kassanchis area, at Yemez bldg.

**Pre-Proposal Conference:** A pre-proposal conference will be held in person on March 11, 2025, at 10:00 AM at the IOM Head Office, 3rd floor, Addis Ababa, Ethiopia. Proposers or their representatives attending in person should arrive with identification by 9:30.

**Clarification of Solicitation Documents:** For any clarifications regarding this RFP or the accompanying documents, please contact: Yenehun Chekol MALEDE Email: [YCHEKOL@iom.int](mailto:YCHEKOL@iom.int) documents to [Yenehun Chekol MALEDE](mailto:Yenehun Chekol MALEDE), **E-mail address:** [YCHEKOL@iom.int](mailto:YCHEKOL@iom.int), copying [EGALANG@iom.int](mailto:EGALANG@iom.int) and [iomethiopatender@iom.int](mailto:iomethiopatender@iom.int).

**Attention: Proposals shall not be submitted to these focal persons. The above emails are for clarification purpose only**

We look forward to receiving your proposal.

Issued by: Route des Morillons, 17 Geneva Switzerland

Name:

Title:

Date: 2025-02-26 18:56:04.0

*This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.*

## SECTION 2: INSTRUCTIONS TO PROPOSERS

General	
<b>1. Scope</b>	<p>Proposers are invited to submit a proposal for the services/works specified in Section 5: Terms of Reference/Scope of Works, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 4: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by IOM. This RFP is conducted in accordance with Policies and Procedures of IOM.</p>
<b>2. Interpretation of the RFP</b>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by IOM. IOM is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<b>3. Supplier Code of Conduct</b>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the IOM. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a>.</p>
<b>4. Eligible proposers</b>	<p>Proposers shall have the legal capacity to enter into a binding contract with IOM.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 4: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by . IOM. to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>• is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>• is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;</li> <li>• is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.</li> </ul> <p>Other sanctions lists, if applicable, as per the discretion of the IOM.</p>
<b>5. Proprietary information</b>	<p>The RFP documents and any Terms of Reference or information issued or furnished by IOM are issued solely for the purpose of enabling a proposal to be</p>

	completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of IOM. All documents which may form part of the proposal will become the property of IOM, who will not <b>be required to</b> return them to your firm.
<b>6. Publicity</b>	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
<b>SOLICITATION DOCUMENTS</b>	
<b>7. Clarification of solicitation documents</b>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 4: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 4: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>IOM will provide the responses to clarifications through the method specified in Section 4: Data Sheet.</p> <p>IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM. to extend the submission date of the proposals, unless IOM deems that such an extension is justified and necessary.</p>
<b>8. Amendment of solicitation documents</b>	<p>At any time prior to the deadline for proposal submission, IOM may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, IOM may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>9. Cost of preparation of proposal</b>	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process
<b>10. Language</b>	The proposal, as well as any and all related correspondence, exchanged by the proposer and IOM, shall be written in the language(s) specified in Section 4: Data Sheet.
<b>11. Documents establishing eligibility and qualifications of the proposer</b>	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to IOM's satisfaction.
<b>12. Technical proposal format and content</b>	The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.

	The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
<b>13. Financial proposal</b>	The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
<b>14. Currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 4: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <li>IOM will convert the currency quoted in the proposal into the IOM preferred currency, in accordance with the IOM Operational Rate of Exchange on the date of the bid closure.</li> <li>In the event that IOM selects a proposal for an award that is quoted in a currency different from the preferred currency in Section 4: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM's preference, using the conversion method specified above.</li> </ul>
<b>15. Duties and taxes</b>	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in Section 4: Data Sheet
<b>16. Proposal validity period</b>	<p>Proposals shall remain valid for the period specified in Section 4: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by IOM and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, IOM may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
<b>17. Proposal security</b>	Proposal security, if required by Section 4: Data Sheet, shall be provided in the

	<p>amount and form indicated in Section 4: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by IOM, IOM shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 4: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 4: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by Click or tap here to enter text. IOM pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by IOM., and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>• If the proposer withdraws its offer during the period of the proposal validity specified in Section 4: Data Sheet, or;</li> <li>• In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>○ to sign the contract after IOM. has issued an award; or</li> <li>○ to furnish the performance security, insurances, or other documents that IOM. may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.</li> </ul> </li> </ul>
<b>18. Joint Venture, Consortium or Association</b>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> <li>• they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and</li> <li>• if they are awarded the contract, the contract shall be entered into by and between IOM. and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IOM.</p>



	<p>If a JV, Consortium or Association's proposal is the proposal selected for award, IOM. will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IOM..</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><b>19. Only one proposal</b></p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one controlling partner, director, or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence the proposal of another proposer regarding this RFP process;</li> </ul>

	<ul style="list-style-type: none"> <li>they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer, or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal.</li> </ul>
<b>20. Alternative proposals</b>	<p>Unless otherwise specified in Section 4: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 4: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal". If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals will be rejected.</p>
<b>21. Pre-proposal conference</b>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 4: Data Sheet.</p> <p>If it is stated in Section 4: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 4: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by Click or tap here to enter text. IOM in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 4: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.</p>
<b>22. Site inspection</b>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 4: Data Sheet.</p> <p>If it is stated in Section 4: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p>

	<p>If it is stated in Section 4: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing.</p>
<b>23. Errors or omissions</b>	<p>Proposers shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<b>24. Proposers responsibility to inform themselves</b>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with Click or tap here to enter text., its employees or agents;</li> </ul>

	<ul style="list-style-type: none"> <li>attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and</li> <li>form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</li> </ul> <p>Proposers acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
<b>25. No material change(s) in circumstances</b>	<p>The proposer shall inform IOM of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>a change affecting any declaration, accreditation, license or approval;</li> <li>major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;</li> <li>a change to any information on which IOM may rely in assessing proposals.</li> </ul>
<b>SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>26. Instruction for proposal submission</b>	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 4: Data Sheet. The proposal shall be delivered according to the method specified in Section 4: Data Sheet.</p> <p>The proposal shall be signed by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p> <p>Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the IOM General Conditions of Contract.</p>
<b>27. Deadline for proposal submission</b>	<p>Complete proposals must be received by IOM in the manner, and no later than the date and time, specified in Section 4: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. IOM shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the proposal was received by IOM.</p> <p>IOM may, at its discretion, extend this deadline for the submission of proposals by</p>

	amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of IOM and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.
<b>28. Withdrawal, substitution and modification of proposals</b>	<p>A proposer may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION".</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by IOM for the entire proposal validity period, as may be extended.</p> <p>Proposals requested to be withdrawn prior to the deadline for submission of the proposals shall be made available for collection by the proposer that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such proposal unopened without further notice to the proposer. IOM shall not be responsible to return the proposal to the proposer at IOM's cost.</p>
<b>29. Storage of proposals</b>	Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in Section 4: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified proposal.
<b>30. Proposal opening</b>	<p>Proposals will be opened by an ad-hoc panel consisting of at least two staff members and where at least one individual is not involved in the subsequent stages of the procurement process.</p> <p>There will be separate proposal openings for technical and financial proposals. Proposers may attend the opening of the proposals if stated in Section 4: Data Sheet.</p> <p>The proposers' names and submitted documents shall be announced and recorded on the technical proposal opening report, which will be available for viewing only to proposers who have submitted a proposal for a period of thirty days from the date of opening. Information not included in the proposal opening report will not be provided to proposers.</p> <p>Once the technical evaluation has been completed, the financial proposals will be opened. During the financial proposal opening, the proposers' names and the prices stated in the financial proposal shall be announced and recorded on the financial proposal opening report.</p> <p>No proposal shall be rejected during proposal opening, except for late proposals.</p>
<b>31. Late proposals</b>	Any proposal received by IOM after the deadline for submission of proposals will

	<p>be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposed closing and the delay could not be reasonably foreseen by the proposer or was due to force majeure.</p>
<b>EVALUATION OF PROPOSALS</b>	
<b>32. Confidentiality</b>	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence IOM in the examination, evaluation and comparison of the proposals or contract award decisions may, at IOM's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing IOM's vendor sanctions procedures.</p>
<b>33. Evaluation of proposals</b>	<p>IOM shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>IOM shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary examination</li> <li>Evaluation of minimum eligibility and qualification (if pre-qualification is not done)</li> <li>Evaluation of technical proposals</li> <li>Evaluation of financial proposals.</li> </ol>
<b>34. Preliminary examination</b>	<p>IOM shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any proposal at this stage.</p>
<b>35. Evaluation of eligibility and qualification</b>	<p>The eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 3: Evaluation Criteria and in Article 4 (Eligible proposers).</p>
<b>36. Evaluation of technical and financial proposals</b>	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section</p>

	<p>3: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 4: Data Sheet. When necessary, and if stated in the Data Sheet, IOM may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 4: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <table><tr><td><b><u>Rating the Technical Proposal (TP):</u></b></td></tr><tr><td><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</td></tr><tr><td><b><u>Rating the Financial Proposal (FP):</u></b></td></tr><tr><td><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</td></tr><tr><td><b><u>Total Combined Score:</u></b></td></tr></table> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>	<b><u>Rating the Technical Proposal (TP):</u></b>	<b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100	<b><u>Rating the Financial Proposal (FP):</u></b>	<b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100	<b><u>Total Combined Score:</u></b>
<b><u>Rating the Technical Proposal (TP):</u></b>						
<b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100						
<b><u>Rating the Financial Proposal (FP):</u></b>						
<b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100						
<b><u>Total Combined Score:</u></b>						
<b>37. Post-qualification</b>	<p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"><li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li><li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li><li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li></ul>					

	<p>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <p>e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer;</p> <p>Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>38. Clarification of proposals</b>	<p>IOM may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p> <p>IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by IOM, shall not be considered during the review and evaluation of the proposals.</p>
<b>39. Responsiveness of proposal</b>	<p>IOM's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <p>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</p> <p>b) limits in any substantial way, inconsistent with the solicitation documents, IOM's rights or the proposer's obligations under the contract; or</p> <p>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</p> <p>If a proposal is not substantially responsive, it shall be rejected by IOM. and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
<b>40. Nonconformities, reparable errors and omission</b>	<p>Provided that a proposal is substantially responsive, IOM may waive any non-conformities or omissions in the proposal that, in the opinion of IOM., do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive IOM may request the proposer to submit the necessary information or documentation, within a reasonable period,</p>



	<p>to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, IOM shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected and its proposal security may be forfeited.</p>
<b>41. Right to accept any proposal and to reject any or all proposals</b>	<p>IOM reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for IOM's action. IOM shall not be obliged to award the contract to the lowest-priced offer.</p>
<b>AWARD OF CONTRACT</b>	
<b>42. Award criteria</b>	<p>Prior to expiration of the proposal validity, IOM shall award the Contract to the qualified proposer based on the award criteria indicated in Section 4: Data Sheet.</p>
<b>43. Right to vary requirement at time of award</b>	<p>At the time the contract is awarded, IOM reserves the right to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document.</p>
<b>44. Notification of award</b>	<p>Prior to the expiration of the period of proposal validity, IOM will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.</p>
<b>45. Debriefing</b>	<p>In the event that a proposer is unsuccessful, the proposer may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for IOM procurement opportunities. The content of</p>

	other proposals and how they compare to the proposer's submission shall not be discussed.
<b>46. Performance security</b>	<p>The successful Proposer, if so specified in Section 4: Data Sheet shall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from IOM. Banks issuing performance securities must be acceptable to the IOM comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. IOM shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposed security. In that event IOM may award the contract to the next lowest ranked proposer.</p>
<b>47. Bank guarantee for advance payment</b>	<p>Except when the interests of IOM so require, it is IOM's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 4: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IOM comptroller, i.e., banks certified by the central bank of the country to operate as a commercial bank.</p>
<b>48. Liquidated Damages</b>	<p>If specified in Section 4: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused to IOM resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.</p>
<b>49. Proposal protest</b>	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to <a href="mailto:mscu@iom.int">mscu@iom.int</a></p>

### SECTION 3: EVALUATION CRITERIA

Section 1. Preliminary Examination Criteria	
The Proposer hereby accepts the General Conditions of Contract as detailed in the IOM Sample CBI contract Weight: 0.00	Pass/Fail
No conflicts of interest in accordance with Section 2 Article 4. Weight: 0.00	Pass/Fail
<b>Total Section 1.</b>	
Section 2. Eligibility criteria- Minimum Eligibility and Qualification Criteria	
Provide regulatory and legal documents evidencing the vendor/proposer being a legally registered entity ( registration certificates, financial service/banking licenses, and Tax Identification Number (TIN), VAT registration certificate) Weight: 0.00	Pass/Fail
Proposal Validity- is for 120 or more days Weight: 0.00	Pass/Fail
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation Weight: 0.00	Pass/Fail
Proposers must submit technical proposals in accordance with the attached "Technical Proposal Submission Guidelines" document. These proposals should not exceed 20 pages. Submissions lacking a technical proposal will be considered incomplete and will not be evaluated. Weight: 0.00	Pass/Fail
<b>Total Section 2.</b>	
Section 3. Minimum Qualification Requirement	
The Proposer must demonstrate experience implementing at least three (3) CBI and cash disbursement-related contracts within the past three (3) years with UN agencies, international NGOs, and/or government entities. The Proposer shall provide Statements of Satisfactory Performance, copies of the contracts, and purchase orders from their three (3) most relevant clients (or more, if desired). Weight: 0.00	Pass/Fail

At least 5 years of relevant experience in provisional financial service in Ethiopia (please attach the business registration certificate) Weight: 0.00	Pass/Fail
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Liquidity ratio average current assets/current liabilities over the last 3 years must be on average equal or greater than 20%. Please attach a copy of audited financial statements for the last three years. Weight: 0.00	Pass/Fail
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Financial Offer currency is acceptable (in ETB ) Weight: 0.00	Pass/Fail
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Proposer should comply with the prefinancing service without any advance from IOM. The FSP will transfer payments to beneficiaries from their own source, and IOM will refund upon submission of relevant documents by the service provider. Weight: 0.00	Pass/Fail
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<b>Total Section 3.</b>	
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<b>Section 4. Technical Criteria:Capacity,ability and specialization</b>	<b>Maximum Score</b>
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<p>Adequate infrastructure and resources to manage and handle large volumes of transactions securely and effectively in different location of the country to scale operations quickly in response to emergency needs (total 150 pts)</p> <p>-Availability of FSP's office to support the CBI at regional and city administration level (max 50 pts). From 1-4 of the region/and cities=20 pts, 5-9 of the regions/cities=30 pts, &gt;=10 of the regions/cities=50 pts.</p> <p>-Availability of robust operational branch offices in most of the country locations support cash delivery at zonal, and woreda levels. (max 50 pts)</p> <p>--available of office at Kebele level in majority of the region (max 50 pts).</p> <p>Weight: 8.00</p>	150
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<p>Capacity of the organization to to transfer cash to beneficiaries per day, an average of 500 beneficiaries per day is expected from FSP:</p> <p>-100 beneficiaries/day, 10 pts</p> <p>-up to 200 beneficiaries/day, 20 pts</p> <p>-up to 300 beneficiaries/day, 30 pts</p> <p>-up to 400 beneficiaries/day, 40 pts</p>	50
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-equal or greater 500 beneficiaries/day, 50 pts Weight: 8.00	
<p>Demonstrated ability to manage similar projects using electronic technologies. Use of secure and reliable technology for cash distribution Maximum of 100 points).</p> <p>Availability of technology and infrastructure to support various cash transfer modalities (e.g., electronic cash transfers, mobile payments).</p> <p>electronic bank transfers (max 30 pts)</p> <p>mobile payment applications (30 pts)</p> <p>- Availability of logistical capabilities for the CBI programs like computers, vehicles, cash boxes, etc for cash in hand and other transfer mechanisms (40 pts).</p> <p>Weight: 8.00</p>	100
<p>- Proposers experience atleast least one year long-term agreement (LTA) with UN and/or international NGOs organizations for financial services (No – 0 pts., Yes - 25 pts.);</p> <p>- proven experience in conducting similar works/projects relevant to the scope and size of the IOM in cash distribution ND disbursement service for beneficiaries in the past 5 years (5 pts.for each project , up to max 25 pts for 3 or more projects).</p> <p>Weight: 8.00</p>	50
<p>Proposed focal person by the proposer for the CBI services:</p> <p>-Master's degree and 2 years experience (or 5 years university degree) in the fields of accounting, management, economics, or related fields (yes – 20 pts, no – 0 pts)</p> <p>-At least 7 years of professional experience in the field of Banking/Financial Service delivery (7 years – 20pts., each additional year – 5 pts., up to max of 20 pts.);</p> <p>-Fluency in English. Knowledge of other UN languages is an asset (English 10 pts, each additional language 5 pts, up to max of 30 pts.)</p> <p>Weight: 8.00</p>	50
<b>Total Section 4.</b>	400

Section 5. Technical Evaluation-Risk Mitigation	Maximum Score
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Established protocols for identifying and mitigating risks associated with cash transfers, strategies for fraud prevention, and ensuring the security of cash transfers (if documentation is submitted on this, a maximum total of 100 pts. if not addressed=0, incomplete or complicated=25 pts, partially addressed 50 pts, clear strategy up to 100 pts.) Weight: 10.00	100
<b>Total Section 5.</b>	100

Section 6. Technical Criteria: Methodology & Plan (28.4%)	Maximum Score
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<p>Important aspects of the service are addressed in sufficient detail and different components of the project are adequately weighted relative to one another (up to max 100pts)</p> <ul style="list-style-type: none"> <li>- The important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on methodology and different components of the assignment are adequately weighted relative to one another – 51 pts to 100 pts.</li> <li>- (If above is not addressed), The important aspects of the task have been addressed in a manner which requires some clarification on methodology and different components of the assignment are weighted to some extent relative to one another – 11 pts to 60pts</li> <li>- The important aspects of the task have not been addressed in sufficient detail, and require major clarification on methodology and different components of the assignment were not adequately weighted – 0 pts to 20 pts</li> </ul> <p>Weight: 5.00</p>	50
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<p>The conceptual approach adopted for conducting financial service is relevant and representative for the required specific objectives under the assignment (up to max 50 pts)</p> <ul style="list-style-type: none"> <li>- The proposed financial service methodology is relevant and representative for achievement of the required specific objectives under the assignment –25 pts to 50 pts.</li> <li>- The proposed financial service requires improvements to ensure achievement of the required specific objectives under the assignment – 0 pts to 25pts.</li> </ul>	50
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<p>- The proposed financial service is not relevant and representative for achievement of the required specific objectives under the assignment – 0 pts Weight: 5.00</p>	
<p>-Clear hierarchy and reporting lines within the organization that support effective management and oversight of cash-based interventions (25 pts).  -Defined roles and responsibilities for key personnel can support the CBI implementations (25 pts).  -If the reporting line is inefficient and complex (0 to 10 points), Weight: 5.00</p>	50
<p>Presentation is clear, the sequence of activities and the planning is logical, realistic and promise efficient implementation to the project (up to max 50pts)</p> <ul style="list-style-type: none"> <li>- The presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 31 pts to 50 pts</li> <li>- The presentation is clear, well-structured with a defined but lowly realistic sequence of activities – 21 pts to 30 pts</li> <li>- The presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 20 pts Weight: 5.00</li> </ul>	50
<p><b>Total Section 6.</b></p>	200

#### SECTION 4: DATA SHEET

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2		Specific Instructions / Requirements
1	Partial proposals	<input checked="" type="checkbox"/> Allow suppliers to select lines on which to respond
2	Currencies	Prices shall be quoted in Ethiopian Birr
3	Proposal validity period(days)	120
4	Alternative proposals	No
5	Deadline for proposal submission	Date: 30/03/2025 6:56 PM Time: 6:56 PM Time zone: Coordinated Universal Time
6	Type of contract to be awarded	Blanket Purchase Agreement(LTA)
7	Expected date for commencement of contract	
8	Conditions of contract to apply	See Section 6



**Note: Contract terms are associated with this RFQ. If you received this RFQ by email, the contract terms document is attached. Otherwise, the contract terms document is faxed or mailed separately. The contract terms document is an inseparable part of this RFQ.**