IOM Mission – NIGERIA

***Call for Expression of Interest to provide vocational skills training in the reintegration of returned Nigerian migrants in Edo State***

1. ***Timeline***

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| Call for Expression of interest ID # | TVET2023-01 |
| Posted (date) | 4 April 2023 |
| Clarification Request Deadline | 13th April 2023 |
| Application Deadline | 1600hrs on 17th April 2023 |
| Notification of Results | 28th April 2023 |

1. ***Locations***

Edo State

1. ***Sector(s) and area(s) of specialization***

Technical and Vocational Education and Training (TVET)- IOM is seeking to partner with Technical and Vocational Skill Training institutes in Edo State to enhance socio-economic reintegration opportunities to returned migrants, including vulnerable groups. The overall objective of this initiative is to strengthen the capacities of TVET institutions involved in these areas as a way of ensuring protection and sustainable reintegration of migrants in the state, with a view of enhancing institutional capacity.

1. ***Issuing Agency***

IOM

1. **Eligibility**

**This call for proposals is open to TVET Institutions registered and based in Edo State of Nigeria that meet the following criteria:**

**Selection criteria**

Preference will be given to TVETs that integrate one or more of the following components:

* Private sector linkages or job placement opportunities.
* Incorporated counselling session and entrepreneurship as part of the curriculum
* Social impact, including in the environmental sector, and the participation of vulnerable groups.
* Registration with appropriate government ministries, including licenses and certificates.
* Monitoring and evaluation system for follow- up of trained participants.
* Involved in enhancing and optimizing the use of locally based capacity, raw materials and synergies to impact on the local community.
* Proven understanding of the Nigerian business environment and labour market structure.
* Provision of childcare services, whether applicable, by certified educators.
* Value for Money
* Access to international training expertise
* Relevant Government licences and certifications
* Availability and suitability of training facilities

1. ***Selection Criteria***

**The following evaluation criteria shall be used to evaluate the proposals received:**

1. **Preliminary Examination of Proposals [Pass/Fail criteria]**

This stage of the evaluation is to assess the document formality required for each applicant with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

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| **Eligibility Requirement** | **Importance** | **Criteria** |
| NABTEB Registration Certificate as proof of registration as a TVET Institution | High | Pass/Fail |
| Provide evidence that Training institution is domiciled in Edo state | High | Pass/Fail |
| Valid Certificate of Registration (Certificate of Incorporation) or other applicable license/ documentation for government institutions. | High | Pass/Fail |
| Detailed training programs and curricula on offer. | Medium | Pass/Fail |
| Submission of valid 2022 Tax Clearance Certificate (if applicable) | Medium | Pass/Fail |
| ***\*Applicants must attain the rating of “pass” in all areas shown as of “high” importance to proceed to the technical evaluation/examination.*** | | |

**B. Technical Examination [Weighted criteria]:**

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the proposal is substantially responsive to the technical requirements. All proposals must be checked for substantial responsiveness to the technical requirements.

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| **Criteria** | **Requirement** | **Rating** |
| **General Experience** | | |
| Provide evidence of past experience in similar services as those required by IOM with International organizations, Government institutions and Private sectors. | Evidence of experience providing similar services in all 3 sectors | **20 Points** |
| Evidence of experience providing similar services in 2 sectors | 15 Points |
| Evidence of experience providing similar services in 1 sector | 10 Points |
| Duration of experience in proposed work:  Total number of years engaged in TVET Services | Above 5 years | **20 Points** |
| 3 to 4 years | 15 Points |
| 1 to 2 years | 10 Points |
| **Trainers Experience** | | |
| Evidence of competent trainers (CVs should be included as attachments | CV of lead trainers with above 10 years’ experience in relevant activity | **20 Points** |
| CV of lead trainers with 5 to 9 years’ experience in relevant activity | 15 Points |
| CV of lead trainers with 1 to 4 years’ experience in relevant activity | 10 Points |
| Evidence of the existence of a proper organizational governance structure (Organization's organogram and CV of key Management staffs) | Evidence of Organization's organogram and CV of key Management staffs | **20 Points** |
| Evidence of only one of the stated Criteria | 10 points |
| **Financial Capacity** | | |
| This category is based on the applicant's financial capability by taking responsibility for agreed financial commitments of the trainee.  **Required:**  Copies of the last three years audited financial statements. | Positive Working capital from the audited accounts for the Last three years. | **20 Points** |
| Positive Working capital from the audited accounts for the Last two years. | 15 points |
| Positive Working capital from the audited accounts for the Last one year. | 10 points |
| ***\*Only applicants that obtain a 50% Pass and above in the technical evaluation shall be shortlisted for a physical verification.*** | | |

**Expression of Interest submission guidelines**

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

The Application must be submitted either by hand or through mail in sealed envelope to [**iomlagostenders@iom.int**](mailto:iomlagostenders@iom.int) OR via hard copy to IOM Benin Office at **No.3 Aideyan Street off Ihama, GRA, Benin City, Nigeria** on or before 1600hrs on 14 April 2023. Late Application will no longer be considered.

1. 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 Bidders
2. The Application must be submitted in one original and one copy and envelop 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 activity and name of the Bidder.
3. 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.
4. The Application document should comprise of the following:
   1. Cover Letter;
   2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Bidder’s Authorized Representative; and
   3. Any other relevant documents
5. 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.
6. The Bidder 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.
7. IOM at no occasion will ask an application fee from Bidders.
8. All information given in writing to or verbally shared with the Bidders in connection with this CEI is to be treated as strictly confidential. The Bidder 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 Bidder’s application is successful.
9. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Bidders as confidential and any personal data in accordance with its Data Protection Principles.
10. The Bidder 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.
11. 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 Bidders or any obligation to inform the affected Bidder of the ground for IOM’s action.

**PARTNER REFERENCES CHECKLIST**

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

**TABLE 1 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)**

• Year

• Lead partner

• Description of activity

• Contract Amount

• Remarks (Provide documentary evidence (\*)

**TABLE 3 – LIST OF KEY TRAINERS (free format)**

• Name

• Designation Qualification

• No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel

**TABLE 4 – ANY OTHER INFORMATION (free format)**

In addition to the required information, potential partners may provide any other related documents.

Note: No Financial Proposal is required at this stage.

IOM Mission – (Nigeria)

IOM Call for Expression of Interest ID#: 2022-001-IP

**Terms of Reference**

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| Introduction |
| Assisted voluntary return and reintegration (AVRR) is a key strategy in ensuring the humane and orderly movement of migrants. It is an indispensable component of a migration management approach which is intended to be mutually beneficial to migrants, governments and other sectors of society affected by migration. IOM implements the AVRR which has well-tailored reintegration measures supporting the socio-economic integration of returnees in their country of origin |
| Background |
| Since 2017, IOM in collaboration with the Federal Government of Nigeria (FGN), has facilitated the safe and voluntary return of over 30,000 stranded Nigerians from different transit and destination countries; Edo state accounts the highest of returned migrants who also due to the experiences, have various forms of vulnerabilities. According to the perception study conducted by the Edo State Task Force Against Human Trafficking (ETAHT) in 2019, the major factor that promotes unsafe travels and irregular migration is poverty, followed by unemployment and economic hardship, peer pressure, and family pressure across endemic communities in Edo State.  Returning migrants often find themselves destitute with limited access to social and economic opportunities. Many returnees do not have a job waiting for them upon their arrival nor the possibility of resuming their previous activity upon returning to their respective community of origin. Another factor associated with this is, most of the returning migrants have primary level education with little or no skills prior to migration and therefore have little opportunities for employment. With limited access to income-generating activities and opportunities to integrate back into their communities, it is increasingly challenging to reintegrate returnees in a sustainable manner. Furthermore, coupled with an often-heterogenous skillset that does not adequately match the demand and supply of the labour market, there is a need to enhance and diversify the skills and qualifications of returned migrants and enhance linkages with key stakeholders who are able to support socio-economic reintegration efforts.  Against the above background, IOM is currently implementing a project entitled “Nigeria: Managing Migration through Development (MMDP) 2.0 in Edo State,” funded by the Italian Government, through the Directorate General for Italian Citizens Abroad and Migration Polies of the Italian Ministry of Foreign Affairs and International Cooperation. The project aims at supporting the efforts of the Edo State government on the implementation of MMDP 2.0. under the scope of this project, IOM is seeking to partner with Technical and Vocational Skill Training institutes in Edo State to enhance socio-economic reintegration opportunities to returned migrants, including vulnerable groups. The overall objective of this initiative is to strengthen the capacities of TVET institutions involved in these areas as a way of ensuring protection and sustainable reintegration of migrants in the state, with a view of enhancing institutional capacity. |
| Objective |
|  |
| Proposed interventions |
| The following sectors (including, but not limited to):  food processing hospitality, welding and fabrication), ICT, electrical installation, cosmetology, repairs of household items, manufacturing, agro-processing activities (e.g. poultry, fish farming, larger commercial farming etc.), metal and wood working, production of handcrafts, tailoring, hair and beauty salon, and other related skill requiring activities with potential to be linked to income generating activities. |
| Expected results: |
|  |
| Impact: |
|  |
| Proposed timelines for the activity(s): |
|  |
| Qualification and experience: |
| * Must be a registered TVET institution. * Must operate in Edo State * Operating in one or more of the following sectors (including, but not limited to): food processing hospitality, welding and fabrication), ICT, electrical installation, cosmetology, repairs of household items, manufacturing, agro-processing activities (e.g. poultry, fish farming, larger commercial farming etc.), metal and wood working, production of handcrafts, tailoring, hair and beauty salon, and other related skill requiring activities with potential to be linked to income generating activities. * Must submit current list of training programs along with duration. * Can be either a private or public TVET. |
| Submission of the Technical Proposal: |
| Technical Proposals must be submitted on or before 1600hrs on 14th April 2023 |
| Method of submission: |
| Technical proposal must be submitted as follows:  E-tendering  Email  Courier / Hand delivery  Other Click or tap here to enter text.  Bid submission address: iomlagostenders@iom.int.   * 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: 35MB. * Mandatory subject of email: Expression of Interest to provide vocational skills training in the reintegration of returned Nigerian migrants in Edo State. * 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 Proposal be consolidated into as few attachments as possible. |

IOM Mission – (Nigeria)

IOM Call for Expression of Interest ID#: TVET2023-01

**Partners General Information Questionnaire**

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| Call for Interest ID number: | TVET2023-01 |
| Full name of the Service provider and abbreviation: |  |
| Address and e-mail of contact person: |  |
| Date of completion: |  |
| Existing partnership with IOM? |  |
| If yes, when did it start? |  |
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| **A. BACKGROUND AND GOVERNANCE** | |
| Is your Business legally registered in Nigeria? If yes, please provide Valid Certificate of Registration (Certificate of Incorporation) or other applicable license/ documentation for government institutions as attachment. |  |
| Is your Business registered with NABTEB as a TVET Institution? If yes, please provide NABTEB Registration Certificate as proof of registration as a TVET Institution |  |
| Is the TVET centre based in EDO State. If yes, Provide evidence that Training institution is domiciled in Edo state |  |
| Do you produce annual audited financial statements that is publicly available? If yes, please attach copies for the last 3 years. If not please explain. |  |
| Does your management or ownership have any affiliation to IOM that would result in a conflict of interest? |  |
| Does the business uphold its tax obligation? If yes, please submit valid 2022 Tax Clearance Certificate |  |
| **B. Organizational Structure** | |
| Is an updated organizational structure/chart and the CVs of key trainers attached to the application? |  |
| **C. PREVIOUS EXPERIENCE** |  |
| Has the Organization provided similar services to International organizations, Government institutions and Private sector? If yes, please Provide this information and attach evidence of past experience in similar services as those required by IOM with International organizations, Government institutions and Private sector. |  |

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