# **Call for Innovative Partnerships (CfIP)**

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| CfIP Reference: 0001 | Date: 28 November 2024 |

**SECTION 1: Call for Innovative Partnerships (CfIP) for Partnering with IOM on LandLedger: Reinventing Land Rights in Crisis**

The International Organisation for Migration (IOM) kindly requests your innovative partnership proposal for partnering with IOM to solve the challenge of **LandLedger: Reinventing Land Rights in Crisis**, as detailed in Annex 1 of this CfIP.

This CfIP comprises the following documents:

Section 1: This request letter

Annex 1: Terms of Reference (attached separately)

Annex 2: Proposal Submission Form

Annex 3: Technical and Financial Offer

When preparing your Proposal, please be guided by Annex 1: Terms of Reference. Please note that Proposal must be submitted using Annex 2: Proposal Submission Form and Annex 3: Technical and Financial Offer. Proposals received after the submission deadline will not be considered for evaluation.

Thank you and we look forward to receiving your Proposal.

Approved by:

Signature:

## **SECTION 2: CfIP INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Proposal** | 10 Jan 2024, 11:59PM CET  If any doubt exists as to the time zone in which the proposal should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Proposals must be submitted as follows:  ☐ E-tendering  ☒ Email  ☐ Courier / Hand delivery  ☐ Other Click or tap here to enter text.  Proposal submission address: landledger@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: **10Mb per email** * Mandatory subject of email:  **CfIP Proposal: IOM LandLedger** * 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 CfIP be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| **Cost of preparation of proposal** | IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [Supplier Code of Conduct (ungm.org)](https://www.ungm.org/Public/CodeOfConduct). |
| **Conflict of Interest** | UN encourages every prospective Supplier toavoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this CfIP.  All potential partners found to have conflicting interests shall be disqualified to participate. A potential partner may be considered to have conflicting interest under any of the circumstances set forth below:   * A partner has controlling shareholders in common with another bidder. * A partner receives or has received any direct or indirect subsidy from another bidder. * A partner has the same representative as that of another partner for purposes of this proposal. * A partner has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the proposal of another or influence the decisions of IOM regarding this proposal review process. * A partner submits more than one proposal in this proposal process. |
| **General Conditions of Contract** | Any Purchase Order or Partnership Agreement that will be issued as a result of this CfIP shall be subject to the IOM General Conditions of Contract governed by the UN Supplier Code of Conduct available at <https://www.ungm.org/Public/CodeOfConduct> . |
| **Eligibility** | Suppliers shall have the legal capacity to enter into a binding Partnership Agreement with IOM and to deliver in the country, or through an authorized representative. |
| **Only one proposal** | The Supplier (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. Proposals submitted by two (2) or more suppliers shall all be rejected if they are found to have any of the following:   1. they have at least one controlling partner, director, or shareholder in common; or 2. any one of them receive or have received any direct or indirect subsidy from the other/s; or 3. they have the same legal representative for purposes of this CfIP; or 4. 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 supplier regarding this CfIP process; 5. 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 CfIP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal. |
| **Currency of Proposal** | Proposal shall be quoted in USD |
| **Duties and taxes** | 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 proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices shall:  ☒ be inclusive of VAT and other applicable indirect taxes  ☐ be exclusive of VAT and other applicable indirect taxes |
| **Language of proposal and documentation including catalogues, instructions and operating manuals** | English |
| **Documents to be submitted** | Suppliers shall include the following documents in their proposal:  ☒ Annex 2: Proposal Submission Form duly completed and signed  ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of Reference in Annex 1  ☒ Other Documents supporting the technical offer; Duly filled out and signed Vendor Information Sheet |
| **Proposal validity period** | Proposal shall remain valid for 60 days from the deadline for the Submission of Proposal. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the proposal after the proposal has been received. |
| **Partial Proposal** | ☒ Not permitted  (Joint proposals are encouraged, but partial proposals will not be accepted)  ☐ Permitted |
| **Payment Terms** | ☒ Within 30 days after receipt of goods, works and/or services and submission of payment documentation.  ☐ Other Click or tap here to enter text. |
| **Contact person for correspondence, notifications and clarifications** | Focal Person: Melina Holder  E-mail address: [melsmith@iom.int](mailto:melsmith@iom.int)  Attention: Proposals shall not be submitted exclusively to [landledger@iom.int](mailto:landledger@iom.int)  Clarifications will also be posted on the IOM, UNGM, and project websites ([www.landledger.org](http://www.landledger.org)), respectively |
| **Clarifications** | Requests for clarification from Suppliers will be accepted from 28 Nov 2024 until 30 Dec 2024. Responses to request for clarification will be communicated via email within three business days of receipt of request for clarification. |
| **Pre-Proposal Conference** | Pre-Proposal conference is an event where IOM explains the tender and suppliers are given opportunity to ask questions/clarifications about the tender (TOR, instructions, deadline, evaluation etc.) to ensure they understand the requirements and process and be able to submit proposals accordingly.  Pre-proposal conference will be conducted online.  Time and time zone: To Be Announced  Date: To Be Announced  Venue: Online, on the project website (www.landledger.org)  The focal point for the arrangement is:  Name: Melina Holder  E-mail: melsmith@iom.int  The pre-proposal conference is:  mandatory  not mandatory  Link for the attendance will be available on the project website (www.landledger.org)  Whilst registration for the conference is not compulsory to apply to the CflP, it will ensure suppliers are on the email distribution list for any updates, including any addendums for responses to questions on the CflP.  IOM will not issue any formal answers to questions from suppliers  regarding the CflP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with  Instructions under Clarifications.  The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting suppliers' responsibility, Suppliers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by email in writing.  Minutes of the pre-proposal conference will be disseminated under  Clarifications by direct communication to prospective suppliers by  email and posting on [www.landledger.org](https://www.landledger.org/) and IOM and UNGM websites.  No verbal statement made during the conference shall modify the terms and conditions of the CflP, unless specifically incorporated in the minutes of the preproposal conference or issued/posted as an amendment to  CflP. |
| **Evaluation of Proposals** | IOM shall evaluate a proposal using only the methodologies and criteria defined in this CfIP. No other criteria or methodology shall be permitted.  IOM shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.  Evaluation of proposals shall be undertaken in the following steps:   1. Preliminary examination 2. Evaluation of minimum eligibility and qualification (if pre-qualification is not done) 3. Evaluation of technical and financial proposals. |
| **Preliminary examination** | 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. |
| **Evaluation of eligibility and qualification** | The eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in the TOR. |
| **Evaluation of technical and financial proposals** | The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference, and other CfIP documents, applying the evaluation criteria, sub-criteria, and point system specified under Annex 3 of this CfIP.  A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 70%.    In the second stage, only the suppliers who achieve the minimum technical score shall be invited for Presentation and Demonstration of solution offered.  See annex 3 for in-depth presentation evaluation criteria  The minimum passing score of 30 shall be applied in this stage.  In the third stage, only the financial proposals of those suppliers who  achieve the minimum score during the Presentation will be opened for evaluation.  The supplier with the lowest technically compliant offer net of in kind contribution shall be selected. |
| **Right not to accept any Proposal** | IOM is not bound to accept any Proposal, nor enter into a Partnership Agreement |
| **Right to vary requirement at time of award** | At the time of award of the Partnership Agreement, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions. |
| **Type of contract to be awarded** | Service or Partnership Agreement |
| **Expected date for contract award.** | 20 January 2025 |
| **Policies and procedures** | This CfIP is conducted in accordance with Policies and Procedures of  IOM |
| **UNGM registration** | IOM is encouraging all Suppliers to register at the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org/). The Supplier may still submit a proposal even if not registered with the UNGM, however, if the Supplier is selected to partner with IOM with a financial payment of USD 100,000 and above, the Supplier is recommended to register on the UNGM prior to contract signature. For Suppliers who do not have the technical means to register in UNGM, the UNGM has implemented an assisted supplier registration functionality that allows IOM procurement personnel to add local Suppliers to the UNGM. |
| **Confidentiality** | Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to those who submitted proposals or to other persons not officially concerned with the process. All IOM proprietary data shared with the partner shall be governed by a non-disclosure agreement as part of the agreement. |
| **Intellectual property** | All outputs and intellectual property created during the course of this consultancy, including but not limited to data, findings, results, solutions, recommendations and any other documents developed throughout the project shall be owned by IOM. The partner shall develop materials and recommendations assuming current business processes and retention of current duties, accountabilities and responsibilities but may make recommendations for changes. |

## **ANNEX 1: TERMS OF REFERENCE and Annex A to the TOR**

Please See Attached

**ANNEX 2: PROPOSAL SUBMISSION FORM**

Suppliers are requested to complete this form, including the Company Profile and Suppliers Declaration, sign it and return it as part of their Proposal along with Annex 3: Technical and Financial Offer. The supplier shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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| --- | --- | --- |
| Name of Supplier: | Click or tap here to enter text. | |
| CfIP reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**VENDOR INFORMATION SHEET[[1]](#footnote-2)**

Please attach the latest vendor information sheet to be filled in and signed by the supplier

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the Partnership Agreement fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of the Partnership Agreement entered into between the Supplier and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

Suppliers are requested to complete this form, sign it and return it as part of their proposal along with Annex 2 Proposal Submission Form. The supplier shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

|  |  |  |
| --- | --- | --- |
| Name of Supplier | Click or tap here to enter text. | |
| CfIP reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

The Supplier`s Proposal must be organised to follow the format of this Technical Proposal Form. The proposal should be maximum 30 pages, excluding appendices.

**TECHNICAL OFFER**

**Section 1: Technical Capacity and Solution (50%)**

This section should demonstrate the Supplier`s technical capacity and proposed solution relevant to Annex 1: TOR. It should identify:

* + A description of the technical approach and proposed solution(s) to the issues described, including potential beneficial additions not directly identified in the ToR.
  + Describe existing or potential partnerships and networks that support the piloting of the solution(s) and how they can be leveraged.
  + Ability to aid, guide, and iterate in pilot and implementation processes as project is tested in the field. Technical capacity and solution design should be able to adapt based on pilot findings. This may include field consultations.
  + Describe the usability, viability, and feasibility of your proposed solution, including how it will be user-friendly for target communities and organizations, as well as any potential challenges and how they will be addressed.

**Section 2: Project Understanding and Innovation (30%)**

* Describe how the proposed solution integrates the stated core elements of LandLedger and contributes to the project's vision and goal.
* Explain how the proposed solution is innovative and what makes it unique compared to existing solutions in the market.
* Describe how the solution(s) could scalable and adaptable
* Describe what the solution(s) would need to remain viable and effective over time.
* Describe what is already developed out of the box in your solution, and what may need to be developed or customized (including existing software and/or outside integrations (paid or otherwise).

**Section 3: Organizational Structure and Capacity (20%)**

* Organizational overview and core activities: Please provide an overview of your organization, including your core competencies and activities.
* Describe geographic span of organization's work, and any previous involvement in humanitarian activities, shelter, displacement, land claim, or tenure recordation (either directly or indirectly).
* Description of team, organizational resources, leadership, and expertise that will be involved in the development and implementation of LandLedger
* Implementation plan including a workplan indicating the sequence of activities that will be undertaken and their corresponding timing.
* Provide an overview of the resources required to develop the solution, including indication of partner’s own resources allocated (in-kind and/or financial), any reoccurring costs and business model for recurring costs (e.g., service fees)

*Note: Some elements of the LandLedger package may be out of scope for the submitting agency. When responding to the upcoming call for proposals, we encourage the agency to either partner with a company that can deliver the out-of-scope components and submit joint proposals*

**Presentation and Demonstration Evaluation Criteria**

**Minimum passing score: 30/35 points**

|  |  |
| --- | --- |
| **Section 3: Scenario Demonstration Evaluation** |  |
| Explain the entire workflow including registration of individuals, collecting and organizing of their information and documentation, how the documentation will be validated both on its own and in the context of the whole community, and dashboard metrics to be used.    Clarity of explanation:   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| Describe your data security and privacy protocols and considerations    Clarity of explanation:   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| Describe the ease, feasibility, and capacity for AI/LLM and geospatial integrations both for pilot and at scale.    How strong is the technical expertise element?   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| Describe how you would develop and integrate a workplan for our specific pilot location use case.    How would it work for our pilot needs?   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| Describe how your solution could adapt to localized needs (climatic, cultural, social, political, etc) should feedback dictate such needs. Explain the feedback and update mechanisms.    How adaptable and flexible is the solution?   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| Explain any training or communication plan necessary to teach use of the platform.    How easy is it to use?   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |
| How does the solution fall firmly within the ‘do no harm’ context of IOM’s humanitarian work, and what are any foreseeable risks?    Clarity of the explanation:   * 1 poor * 2 fair * 3 good * 4 very good * 5 excellent |  |

**FINANCIAL OFFER**

The partnership with IOM is based on fair sharing of costs, resources and knowledge. Each partner should contribute to the extent they have capacity, with recognition of the shared benefits and risks of their contribution.

The Supplier is required to prepare the Financial Offer following the below format The Financial Offer should align with the relevant aspects of the ToR (Annex 1).

**Currency of the financial offer: USD**

**Insert Quote Validity:**

**Table 1: Summary of overall proposed resources**

|  |  |
| --- | --- |
|  | **Amount** |
| **Total amount of proposed resources** |  |
| **Total contribution from the Supplier`s own resources (in-kind and/or financial in USD equivalent)** |  |
| **Total financial request from Supplier to IOM (= Total amount of proposed resources minus contribution from Supplier`s own resources)** |  |

**Table 2: Breakdown of proposed resources**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity/Service** | **Description** | **Rate** | **Unit** | **Sub-total** | **IOM Contribution** |
| *A* | *B* | *C=A+B* |  |
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| **Total** | | | |  |  |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/:x:/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every supplier who submits proposal [↑](#footnote-ref-3)