

IOM Mission – The Gambia

IOM Call for Expression of Interest Reference number:

Terms of Reference

Introduction
<p>The Gambia became a member state of the IOM in December 2001 and established a country office in The Gambia in July 2017. In line with IOM’s Strategic Plan 2024–2028, IOM in The Gambia is supporting national progress towards the Sustainable Development Goals and the Global Compact for Safe, Orderly and Regular migration through implementation of a range of programmes targeted towards addressing diverse migration challenges.</p>
Background
<p>The Gambia is highly vulnerable to the impact of climate change and environmental degradation. Changes in temperatures, annual precipitation patterns, and the frequency and severity of certain weather events, combined with existing environmental, social, and economic vulnerabilities, are undermining Gambia's food, water, and economic security. This is causing loss of livelihoods, destabilizing rural communities, and fueling rural-urban migration. The 2023 UN Gambia Common Country Analysis (CCA) reports that climate change and environmental degradation poses a threat and serves as an obstacle to The Gambia’s efforts to achieve the SDGs have increased the frequency and severity of disasters.</p> <p>Keeping in view this national priority, IOM The Gambia is implementing the project “<i>Promoting Intra-Regional Labour Migration for Local Development in West African Countries</i>” funded by the Italian Agency for Development Cooperation. The overall objective of the project is to support efforts of the Government of The Gambia, specifically the Ministry of Trade, Industry, Regional Integration and Employment to strengthen the socio-economic development and mobility of youth in rural and border regions of the Gambia. In alignment with national priorities as outlined in the National Employment Policy and its Action Plan 2022-2026, promote safe, orderly and regular mobility, both within and across borders, while ensuring a balance between labour supply and labour demand to support youth employment and income generation.</p> <p>IOM The Gambia aims to work with an Implementing Partner having strong operational presence in The Gambia to provide climate smart and climate resilient entrepreneurship training for youth¹.</p>

¹ Climate smart Entrepreneurship (i.e. waste recycling and repurposing, renewable energy etc.) seeks to reduce waste, promote efficient use of resources, minimize environmental pollution and reliance on fossil fuels. Climate-Resilient Entrepreneurship (i.e. resilient fishing, food processing, animal feed production etc.) on the other hand refers to adaptive practices to cope with changing environment due to climate change

Objective

The objective of this partnership is to enhance the economic development and social resilience of 100 youth and local communities, especially those affected by climate change, through climate-smart and resilient training, facilitating grants and input access for the creation of small and medium enterprises.

Proposed interventions

The training organization will be responsible for the following:

- Design assessment criteria and screening mechanism to determine eligibility of targeted beneficiaries, ensuring geographic representation from across the country.
- Prepare a detailed training plan for four (4) topics identified in consultation with government counterparts. These may include renewable energy, sustainable agriculture, waste recycling, or eco-friendly products. The plan must include essential details of date, venue, and tentative agenda for each training.
- Develop four (4) training manuals for each area of skills development trainings. All related materials, handouts, pre-post tests and training evaluation documents will also be prepared by the IP. Detailed profiles of trainers will requested by IOM.
- Develop one (1) training module, customized to the needs of beneficiaries, for business development trainings.
- Ensure adequate logistical arrangement for trainers and beneficiaries for skills development trainings and business development training. For all related arrangements, the implementing partner will coordinate with IOM to ensure compliance with the UN security requirements.
- Develop selection criteria for youth to be supported with setup of gender-sensitive livelihood projects.
- Support setup of these projects through provision of equipment/materials, technical support and regular oversight and monitoring over the course of this agreement.
- Produce comprehensive reports for the trainings and individual case studies in line with IOM's reporting requirements.

Overarching Outcomes:

The project activities will be delivered under the overarching outcome of enhancing the resilience of youth to address socio-economic challenges in The Gambia.

Expected results

Key results expected from this partnership include:

- Providing technical and vocational training to 100 young people to equip them with skills and knowledge for climate-smart businesses by developing and delivering comprehensive curriculum and assessment materials.
- Supporting operationalization of 20 climate-smart businesses that will contribute to reducing carbon emissions, promoting sustainability, and driving green economic growth.
- Foster innovation in areas such as renewable energy, sustainable agriculture, waste recycling, and eco-friendly products.
- Strengthen the local economy by promoting entrepreneurship that aligns with global climate action goals.

Impact

Implementation of the activities will contribute to reduced socio-economic challenges exacerbated by climate change and generate income and employment for youth in The Gambia.

Partnerships and collaboration

The Implementing Partner should have strong networks within the local and international climate-smart business ecosystems, as well as proven successful collaboration with the following:

- Governmental stakeholders, including but not limited to Ministry of Trade, Ministry of Environment, Ministry of Higher Education, department of Community Development, and local government authorities / community leaders.
- Non-governmental stakeholders, including but not limited to humanitarian actors, present operational or impactful in the area, including UN Agencies, international organizations, and local NGOs.

Proposed timeline:

The Implementing Partner is expected to implement activities starting from 1 October 2024 and completing them no later than 31 March 2025.

Qualification and experience

The Implementing Partner should

- Be duly registered non-governmental organization in The Gambia with internal policies (accounting, procurement, etc.) and controls in place.
- Proven experience in climate-smart entrepreneurship training, business development, including coaching, mentoring, and working with young people on livelihood projects.
- Knowledge of climate change, green technologies, and sustainable development practices.
- A strong understanding of green jobs and nature-based livelihoods opportunities in The

Gambia.

- Have relevant and sufficient staff capability to deliver operational and administrative tasks associated with project implementation. The staff should be vetted to national standards and appropriately trained and qualified.
- Strong networks within the local and international climate-smart business ecosystems
- Have former successful experience in implementing the proposed activities for IOM or other international organizations/ UN agencies.

Submission of the project proposal

The application must be submitted by e-mail to the IOM.

Applications are submitted exclusively via the e-mail address:

The application is submitted via e-mail in PDF format (signed and scanned).

Place and deadline for submission of the project

15 October 2024, via e-mail: (gandrews@iom.int copying iombanjulmigrationmanagement@iom.int)

Late and incomplete applications will not be considered.

IOM MISSION – THE GAMBIA

CALL FOR EXPRESSION OF INTEREST (CEI)

1 **Timeline**

CEI Reference number	CEI-2024-001
Posted (date)	17 September 2024
Clarification Request Deadline	24 September 2024
Application Deadline	15 October 2024
Notification of Results	22 October 2024
Implementation Start Date	TBD
Implementation End Date	TBD

2 **Locations**

IOM aims to provide tailored Climate smart and climate resilient entrepreneurship training for 100 Gambian youth to enhance their economic development and social resilience. The trainings are expected to take place in all five administrative regions (Banjul, Kanifing, Lower River, Central River, and Upper River). The implementing partner is therefore expected to have strong operational network in The Gambia to be successfully able to deliver project activities in line with the expected results.

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

The Implementing Partner is expected to have experience and expertise in the following key areas:

- Design, development and roll-out of climate-smart entrepreneurship training
- Business development support for youth in climate-smart ventures and nature-based livelihoods.
- Knowledge of climate change, green technologies, and sustainable development practices.

4 **Issuing Agency**

IOM The Gambia

5 **Project Background**

The Gambia is highly vulnerable to the impact of climate change and environmental degradation. Changes in temperatures, annual precipitation patterns, and the frequency and severity of certain weather events, combined with existing environmental, social, and economic vulnerabilities, are undermining Gambia's food, water, and economic security. This is causing loss of livelihoods, destabilizing rural communities, and fueling rural-urban migration. The 2023 UN Gambia Common Country Analysis (CCA) reports that climate change and environmental degradation poses a threat and serves as an obstacle to The Gambia's efforts to achieve the SDGs have increased the frequency and severity of disasters.

Keeping in view this national priority, IOM The Gambia is implementing the project "Promoting Intra-Regional Labour Migration for Local Development in West African Countries" funded by the Italian Agency for Development Cooperation. The overall objective of the project is to support efforts of the Government of The Gambia, specifically the Ministry of Trade, Industry, Regional Integration and Employment to strengthen the socio-economic development

and mobility of youth in rural and border regions of the Gambia. In alignment with national priorities as outlined in the National Employment Policy and its Action Plan 2022-2026, promote safe, orderly and regular mobility, both within and across borders, while ensuring a balance between labour supply and labour demand to support youth employment and income generation.

IOM The Gambia aims to work with an Implementing Partner having strong operational presence in The Gambia to provide climate smart and climate resilient entrepreneurship training for youth.

6 ***Expected Results***

Key results expected from this partnership include:

1. Providing technical and vocational training to 100 young people to equip them with skills and knowledge for climate-smart businesses by developing and delivering comprehensive curriculum and assessment materials
 - Supporting operationalization of 20 climate-smart businesses that will contribute to reducing carbon emissions, promoting sustainability, and driving green economic growth.
 - Foster innovation in areas such as renewable energy, sustainable agriculture, waste recycling, and eco-friendly products.
 - Strengthen the local economy by promoting entrepreneurship that aligns with global climate action goals.

7 ***Indicative Budget***

The funds will be awarded based on design and quality of proposals and prior expertise of the Implementing Partner. Applicants are requested to submit proposal budget in GMD.

8 ***Other Information***

Fundamental principles

The Implementing Partner is expected to consider the following fundamental principles in designing the project proposal:

- Partnership/collaboration/cooperation with other stakeholders;
- Project design with the potential for replication;
- Sustainability of project activities;
- An approach that values diversity and considers the special needs of each beneficiary;
- Alignment with national and international laws on trafficking in persons and smuggling of migrants as well as other relevant laws.

Eligibility of project costs

To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented. It is therefore in the Implementing Partner's interest to provide a realistic and cost-effective budget. Eligible costs are the actual costs of the project, which need to meet the following criteria:

- They incurred during the implementation of the project, in accordance with the activities provided for in the contract;
- They are indicated in the total project budget;
- They are necessary for project implementation;
- Costs can be determined and verified, they are recorded in the accounting books of the applicant and determined according to applicable accounting standards;
- They meet the requirements in terms of applicable tax and social regulations.

Eligible direct costs should correspond to local market rates and may include:

- Costs of staff working directly on the activities, in accordance with the actual gross salaries, including issuances for contributions, provided that salaries and expenses do not exceed the amount of the usual costs of the applicant;
- Travel and accommodation costs for staff and other participants in the project provided that supporting documentation is submitted that confirms actual costs;
- The cost of consumables and supplies necessary for the implementation of project activities;
- In case the Implementing Partner has an official policy in this respect, maximum 7% indirect costs can be included in the budget, to cover indirect administrative support or management costs which cannot be directly linked to a specific activity with a degree of accuracy that would be required for direct cost allocation;

Activities considered ineligible for funding

- Activities that fall under general research and marketing activities without a specific outcome;
- Activities that consist exclusively or mostly of sponsorships for participation in workshops, seminars, conferences, congresses, and individual scholarships for education or training;
- Activities that support political parties;
- Activities related to party policies or activities of a political or party nature;
- Marketing promotion activities;
- Re-granting activities (i.e. use of funds for granting grants or loans to other organizations);
- Activities that consist of investment in infrastructure and/or procurement of equipment;
- Emergency aid or charitable donations;
- Activities whose significant part of the budget covers staff costs.

For all applications to this call, staff costs, as well as all purchases within the project must be expressed including all taxes, meaning, budget items must be stated with tax included.

Ineligible costs:

In the context of this call, ineligible costs are considered to be:

- Debts and accompanying interest;
- Funds for damages or potential future obligations to third parties;
- Expenses of the applicant, which are financed by other donors;
- Acquisition and rehabilitation of land and/or buildings;
- Procurement of vehicles;
- Procurement of alcoholic and energy drinks, tobacco products and other psychoactive substances;
- Currency conversion costs;

9 **Selection Criteria *(adjust as necessary)***

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> • Relevance of proposal to achieving expected results; • Adequacy and clarity of proposed application, activity design, and budget • Expertise and experience in delivery of similar projects • Adequacy and clarity of the proposed budget (including contribution by the prospective IP); • Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level • Experience with conducting rights principles such as inclusion, equality, accountability etc. 	60

Sustainability of intervention	<ul style="list-style-type: none"> • An emphasis on the possibility of replicating and/or expanding activities and suggesting an innovative approach to identified issues. • Experience in partnering with key institutions related to youth and adolescent participation and development. • National and Local experience, presence and community relations; Management ability; Sustainability of intervention. 	20
Other	<ul style="list-style-type: none"> • Replicability/scalability. • Gender mainstreaming skills to apply during implementation of the programmes; • Innovative approach • Proven capacity in financial management of projects; • Good familiarity with political and social environments in... 	20

10. **Attachments**

Description	URL
ANNEX A – Terms of Reference	(Insert link)
ANNEX B - Implementing Partner References Checklist	(Insert link)
ANNEX C - Implementing Partners General Information Questionnaire	(Insert link)
ANNEX D - Concept Note Template	(Insert link)
ANNEX E - Financial and Narrative Reporting Templates	(Insert link)
ANNEX F - Project Implementation Agreement Template	(Insert link)
ANNEX G – Declaration of Conformity for Partners	(Insert link or enclose)
Please add any other templates as relevant	(Insert link)

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

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

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

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

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

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

For more information, please contact in writing gandrews@iom.int copying iombanjulmigrationmanagement@iom.int).

Expression of Interest submission guidelines

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

Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at 46 Kairaba Avenue, Pipeline PMB 586, Serrekunda no later than 15 October 2024. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelope must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner's Authorized Representative; and
 - c. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. Partners can use [IOM's We Are All In platform](#) for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
12. The Implementing Partner, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).
14. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

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

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

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

Remarks (Provide documentary evidence)

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

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

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

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

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

TABLE 4 – ANY OTHER INFORMATION (free format)

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

IOM Mission – (name)

IOM Call for Expression of Interest Reference number:

Terms of Reference

Introduction
Background
Include project and donor information here for reference
Objective
Proposed interventions
Overarching Outcomes:
Expected results
Impact
Partnerships and collaboration
Proposed timeline:
Qualification and experience
Submission of the project proposal
Place and deadline for submission of the project

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

Implementing Partners General Information Questionnaire

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

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

A. BACKGROUND AND GOVERNANCE

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

B. ORGANIZATIONAL STRUCTURE

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

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

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

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

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

(Signature)

Name:

Position Title:

Date: